

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2016-0001**
Schedule Status **Approved**

Agency or Establishment **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group **General Records Schedules**

Records Schedule applies to **Government-wide**

Schedule Subject **Additions to General Records Schedule 1.1: Financial Management and Reporting Records**

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

0001, 0002, 0003

Outline of Records Schedule Items for DAA-GRS-2016-0001

Sequence Number	
1	Bids and proposals neither solicited nor accepted. Disposition Authority Number: DAA-GRS-2016-0001-0001
2	Data submitted to the Federal Procurement Data System (FPDS). Disposition Authority Number: DAA-GRS-2016-0001-0002
3	Contract appeals case files. Disposition Authority Number: DAA-GRS-2016-0001-0003
4	Vendor and bidder information.
4.1	Records of suspensions and debarments for violation of the Drug-Free Workplace Act. Disposition Authority Number: DAA-GRS-2016-0001-0004
4.2	Records of all other suspensions and debarments and all approved vendors and bidders. Disposition Authority Number: DAA-GRS-2016-0001-0005

Records Schedule Items

Sequence Number					
1	<p>Bids and proposals neither solicited nor accepted.</p> <p>Disposition Authority Number DAA-GRS-2016-0001-0001</p> <p>Bids and proposals that are both unsolicited and the subject of no further agency action.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 1.1, item 012</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer required for business use.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>	Manual Citation	Manual Title	GRS 1.1, item 012	
Manual Citation	Manual Title				
GRS 1.1, item 012					
2	<p>Data submitted to the Federal Procurement Data System (FPDS).</p> <p>Disposition Authority Number DAA-GRS-2016-0001-0002</p> <p>Electronic data file maintained by fiscal year, containing unclassified records of procurement information the agency transfers to the FPDS. Exclusion: This item does not cover data contained in the Federal Procurement Data System, which is scheduled by GSA.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Applies to electronic records only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>				

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 1.1, item 013	

GRS or Superseded Authority Citation **DAA-GRS-2013-0003-0001, bullet "data submitted to the Federal Procurement Data System (FPDS)" only. DAA-GRS-2013-0003-0002, bullet "data submitted to the Federal Procurement Data System (FPDS)" only.**

Disposition Instruction

Retention Period **Destroy or delete when 6 years old, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Required and Received**

Contract appeals case files.

Disposition Authority Number **DAA-GRS-2016-0001-0003**

Records of contract appeals arising under the Contracts Dispute Act. Includes:
 • notice of appeal • acknowledgment of notice • correspondence • copies of contracts, plans, specifications, exhibits, change orders, and amendments • hearing transcripts • documents received from concerned parties • final decisions • other related papers

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
GRS 1.1, item 060	

GRS or Superseded Authority Citation **N1-GRS-87-9 item 19b**

Disposition Instruction

Retention Period **Destroy 1 year after final resolution, but longer retention is authorized if required for business use.**

3

4

Additional Information

GAO Approval Required and Received

Vendor and bidder information.

Documentation of approved, suspended, and debarred vendors and bidders.

4.1

Records of suspensions and debarments for violation of the Drug-Free Workplace Act.

Disposition Authority Number DAA-GRS-2016-0001-0004

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 1.1, item 070	

GRS or Superseded Authority Citation NC1-GRS-81-2 item 6d (in part)

Disposition Instruction

Retention Period Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

4.2

Records of all other suspensions and debarments and all approved vendors and bidders.

Disposition Authority Number DAA-GRS-2016-0001-0005

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 1.1, item 071	

GRS or Superseded Authority Citation **NC1-GRS-81-2 item 6d (in part)**

Disposition Instruction

Retention Period **Temporary. Destroy 3 years after removal from approved status, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/12/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2016	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Additions to General Records Schedule 1.1: Financial Management and Reporting Records

Item	Records Description		Disposition Instruction	Disposition Authority
012	<p>Bids and proposals neither solicited nor accepted. Bids and proposals that are both unsolicited and the subject of no further agency action.</p>		<p>Temporary. Destroy when no longer required for business use.</p>	<p>DAA-GRS-2016-0001-0001</p>
013	<p>Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of procurement information the agency transfers to the FPDS.</p> <p>Exclusion: This item does not cover data contained in the Federal Procurement Data System, which is scheduled by GSA.</p> <p>Not media-neutral. Applies to electronic records only.</p>		<p>Temporary. Destroy or delete when 6 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0001-0002</p>
060	<p>Contract appeals case files. Records of contract appeals arising under the Contracts Dispute Act. Includes:</p> <ul style="list-style-type: none"> • notice of appeal • acknowledgment of notice • correspondence • copies of contracts, plans, specifications, exhibits, change orders, and amendments • hearing transcripts • documents received from concerned parties • final decisions • other related papers 		<p>Temporary. Destroy 1 year after final resolution, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0001-0003</p>
070	<p>Vendor and bidder information. Documentation of approved, suspended, and debarred vendors and bidders.</p>	<p>Records of suspensions and debarments for violation of the Drug-Free Workplace Act.</p>	<p>Temporary. Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0001-0004</p>
071		<p>Records of all other suspensions and debarments and all approved vendors and bidders.</p>	<p>Temporary. Destroy 3 years after removal from approved status, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0001-0005</p>

New GRS 1.1				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
1.1	012	No longer required for business use	DAA-GRS-2016-0001-0001	New item			
1.1	013	6 years	DAA-GRS-2016-0001-0002	1.1	010, bullet "data submitted to the Federal Procurement Data System (FPDS)" only	6 years	DAA-GRS-2013-0003-0001, bullet "data submitted to the Federal Procurement Data System (FPDS)" only
				1.1	011, bullet "data submitted to the Federal Procurement Data System (FPDS)" only	When business use ceases	DAA-GRS-2013-0003-0002, bullet "data submitted to the Federal Procurement Data System (FPDS)" only
1.1	060	1 year	DAA-GRS-2016-0001-0003	3	15b	1 year	N1-GRS-87-9 item 19b
1.1	070	5 years	DAA-GRS-2016-0001-0004	3	5d	Superseded or obsolete	NC1-GRS-81-2 item 6d
1.1	071	3 years	DAA-GRS-2016-0001-0005				