Schedule Number: N1-GRS-95-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M-12-18, Managing Government Records Directive. The old GRS was completely superseded.

See https://www.archives.gov/records-mgmt/grs for the revised GRS, crosswalks, faqs, tools, and other resources.

Date Reported: 4/2/2019
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>To:</th>
<th>NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE RECEIVED</td>
<td>9/19/95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM (Agency or establishment)</th>
<th>National Archives and Records Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR SUBDIVISION</td>
<td>Office of Records Management Programs</td>
</tr>
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<thead>
<tr>
<th>MINOR SUBDIVISION</th>
<th>Civilian Appraisal Staff</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NAME OF PERSON WITH WHOM TO CONFER</th>
<th>Mary T. Donovan</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE</td>
<td>(301) 713-7110 ext. 257</td>
</tr>
</tbody>
</table>

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<tr>
<th>ARCHIVIST OF THE UNITED STATES</th>
<th>6/13/97</th>
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</table>

**6. 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 on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

- [ ] is not required;  
- [x] is attached; or  
- [ ] has been requested.

<table>
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<tr>
<th>DATE</th>
<th>6/13/97</th>
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</table>

**7. Item No.**

**8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

See attached.

**9. GRS OR SUPERSEDED JOB CITATION**

GRS 3, item 3

**10. ACTION TAKEN**

(NARA USE ONLY)
3. Routine Procurement Files

a. Contract, requisition, purchase order, lease and bond
surety records, including correspondence and related papers
pertaining to award, administration, receipt, inspection and
payment (other than those covered in items 1 and 12)

Procurement or purchase organization copy and related
papers.

(1) Transactions dated on or after July 3, 1995*

(a) Transactions that exceed the simplified
acquisition threshold and all construction
contracts exceeding $2000.

Destroy 6 years and 3 months after final payment.

(b) Transactions at or below the simplified
acquisition threshold and all construction
contracts at or below $2000.

Destroy 3 years after final payment.

(2) Transactions dated earlier than July 3, 1995

(a) Transactions that utilize other than small
purchase procedures and all construction contracts
exceeding $2000.

Destroy 6 years and 3 months after final payment.

(b) Transactions that utilize small purchase
procedures and all construction contracts under
$2000.

Destroy 3 years after final payment.

*The effective date of the FAR rule defining "simplified
acquisition threshold."