

Rev NCD 9 Oct 80 M

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ronald L. Heise

5 TEL EXT
724-9279

LEAVE BLANK	
JOB NO	NCL-GRS-81-2
DATE RECEIVED	October 9, 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-15-80 Date	<i>R. L. Heise</i> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE Oct. 9, 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean K. Fraley</i>	E TITLE <i>Fov</i> Acting Director, Records Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Amendment to General Records Schedule 3, Procurement, Supply and Grant Records, Items 6 and 14. 6. <u>Solicited and Unsolicited Bids and Proposals Files.</u> a. Successful bids and proposals. DESTROY with related contract case files (see item 4 of this schedule). b. Solicited and unsolicited unsuccessful bids and proposals. (1) When filed separately from contract case files. DESTROY when related contract is completed. (2) When filed with contract case files. DESTROY with related contract case files (see item 4 of this schedule).	GRS 3/6a GRS 3/6a	

2 items

Closed Out: 10-20-80: K.T.J.

Request for Records Disposition Authority - Continuation

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. Cancelled Solicitations Files.</p> <p>(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government actions up to the time of cancellation, and evidence of the cancellation.</p> <p>DESTROY 5 years after date of cancellation.</p> <p>(2) Unopened Bids.</p> <p>Return to bidder.</p>		
2.	<p>d. Lists or Card Files of Acceptable Bidders.</p> <p>DESTROY when superseded or obsolete.</p> <p>14. <u>Grant Application Files.</u></p> <p>Applications, memoranda, correspondence, and other records relating to the decision to accept or reject grant proposals.</p> <p>a. Unsuccessful (rejected or withdrawn) applications.</p> <p>DESTROY 3 years after rejection or withdrawal.</p> <p>b. Accepted applications.</p> <p>Dispose of with related grant case file (see item 15 of this schedule).</p>	GRS 3/6b	GRS 3/11a GRS 3/11b