

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO **NI-137-90-2**

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

DATE RECEIVED **7-24-90**

1 FROM (Agency or establishment)
GENERAL SERVICES ADMINISTRATION

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
OFFICE OF ADMINISTRATION

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
INFORMATION MANAGEMENT DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
MAURY GRUNDY

5 TELEPHONE EXT.
501-2983

DATE
3/11/91

ARCHIVIST OF THE UNITED STATES
[Signature]

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 ~~25~~ **4** 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 7/20/90	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> MARY CUNNINGHAM	D. TITLE GSA RECORDS OFFICER
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STUCK OUT IN ERROR - WOLFE 8/1/90

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	61A15. Procurement assistance. Documents accumulated in giving advice and assistance on procurement activities of other Federal agencies. Included are requests and replies; nonstandard item procurement requests, justifications and proposals approvals; and related records. DISPOSITION: Cut off at the end of the fiscal year; destroy 1 year after cutoff.	NC1-137-77-3	
2.	61A25. Procurement planning files. Documents created in developing and releasing advance planning information to suppliers for use in future planning and bidding. Included are procurement plans and synopses, lists of suppliers, inquiries and replies, reports, and related records. DISPOSITION: Cut off at the end of the fiscal year; destroy 3 years after cutoff.	NC1-137-77-3	
3.	61B84c(2). Unopened bids. Late bids, modification of bids, or withdrawal of bids not considered for award. Included are the bid itself; a statement of the date and hour of receipt; the determination, with supporting facts, as to whether or not the late bid		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2 4
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>was considered for award; a statement of the disposition of the late bid; and the envelope, or other covering, if the late bid was considered for award.</p> <p>DISPOSITION: Hold bids unopened (unless opened for identification) until after award. Place in file with other unsuccessful bids and dispose of in accordance with 61B84b.</p>	Unscheduled	
4.	<p>61B105a.</p> <p>Award protest files. Documents reflecting actions taken in settling protests on the award of contracts. Included are copies of bids, contracts, and notices of award; decisions and similar documents; and related records.</p> <p>Office performing final review -</p> <p>DISPOSITION: Place in inactive file following final determination. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 6 years and 3 months after cutoff.</p>	NC1-137-77-3	
5.	<p>61B130.</p> <p>Contractors' reports of order received. Reports (submitted by contractors) of orders received under Federal Supply Schedule contracts (GSA Form 72A, Contractor's Report of Orders Received), copies of consolidated and summary reports, and related correspondence.</p> <p>DISPOSITION: Cut off at the end of the fiscal year; destroy 5 years after cutoff.</p>	NC1-137-77-3	
6.	<p>61B40.</p> <p>Contract termination case files. Documents accumulated in terminating procurement contracts. Included are documents used to reflect the status of contracts under termination proceedings; documents used to control terminated contracts; contractor settlement proposals; recommendations; determinations, and decisions; lists of supplies, materials, and work in process involved in the terminated contracts; correspondence; and directly related records.</p> <p>DISPOSITION: Place in inactive file on termination of the contract. Cut off the inactive file</p>	NC1-137-77-3	

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 4
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7.	<p>61B150. at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy 6 years and 3 months after cutoff.</p> <p>Contract appeals case files. Contract appeals case files arising under the Contract Disputes Act of 1978 and maintained by contracting officers. They contain copies of documents forwarded to and documents reflecting actions taken by the GSA Board of Contract Appeals and other organizations responsible for hearing, rendering decisions on, settling, or otherwise handling contractors' appeals and protests. Included are notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related records.</p> <p>DISPOSITION: Destroy upon final clearance or settlement, or after the specified retention period for the document in this schedule has expired, whichever is later.</p>	NC1-137-77-3	
8.	<p>61C1. Batch control log. Documents used in controlling the transmission of, and recording information shown on, batch control sheets used in inputting/processing contract and purchase order documents into FSS-19.</p> <p>DISPOSITION: Cut off at the end of the fiscal year; destroy 1 year after cutoff.</p>	<p>NN-171-61</p> <p>NC1-137-77-3</p>	
9.	<p>61C10. Daily buying lists. Lists generated by FSS-19 used by buying activities to record receipt of requisition assignment of orders to buyers, and assignment of identification numbers to procurement cases.</p> <p>DISPOSITION: Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p>	<p>NN-171-61</p> <p>NC1-137-77-3</p>	

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 4 4
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10.	61C15b. Work-in-process lists. Lists generated by FSS-19 reflecting orders suspended in the buying activity. Monthly reports - DISPOSITION: Cut off at the end of the month; destroy 1 year after cutoff. 61C31.	<i>NN-171-61</i> NCI-137-77-3	
11.	Procurement operations report. Reports generated by FSS-19 summarizing month and cumulative contract award and purchasing volume data (RCS FS-285) by report office with a nationwide report office summary (GSA Form 338, Procurement Operations Report). Included are feeder and nationwide reports. DISPOSITION: Cut off at the end of the fiscal year; destroy 5 years after cutoff. 61C35.	Unscheduled	
12.	Contract award data reports. Reports generated by FSS-19 reflecting data on contracts awarded by vendor, location, FSC, etc., including Contract Register (RCN 5438). DISPOSITION: Cut off at the end of the fiscal year; destroy 5 years after cutoff.	<i>NN-171-61</i> NCI-137-77-3	
13.	61C40. Special order procurement reports. Semiannual reports generated by FSS-19 on the use of the Special Order Program. DISPOSITION: Cut off at the end of the fiscal year; destroy 5 years after cutoff. 61C41.	Unscheduled	
14.	Socioeconomic reports. Reports generated by FSS-19 reflecting dollars for purchase orders and contract awards from small, disadvantaged, labor surplus and other categories of business. DISPOSITION: Cut off at the end of the fiscal year; destroy 5 years after cutoff.	Unscheduled	
15.	61C46. Purchase volume reports. Reports generated by FSS-19 reflecting values of orders placed by type of procurement, FSC, vendor, location, etc. DISPOSITION: Cut off at the end of the fiscal year; destroy 5 years after cutoff.	Unscheduled	