

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC1-137-77-3</b>
DATE RECEIVED	<b>27 MAY 1977</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>9-6-77</i> <i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
 General Services Administration

2. MAJOR SUBDIVISION  
 Federal Supply Service

3. MINOR SUBDIVISION  
 Office of Procurement

4. NAME OF PERSON WITH WHOM TO CONFER  
 Joan E. Wright

5. TEL EXT  
 566-0673

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 15 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 <b>5-24-77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> MICHAEL G. BARBOUR	E. TITLE Chief, Records Management Branch (BRAR)
---------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Procurement Program Files</u></p> <p>Files descriptions and requested disposition authorizations are contained in the attached proposed chapter to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p> <p>Appendixes <sup>61</sup><del>61</del>-A, 61-B, and 61-C propose changes to the schedules that were approved on December 22, 1970.</p>	NN 171-61	No Perm. 49 items

115-107

*sent to agency. NNFM and FCC's, NEW 9/7/77*

**STANDARD FORM 115**  
 Revised April, 1975  
 Prescribed by General Services Administration  
 GPMR (41 CFR) 101-11.4

This appendix provides documentation, maintenance, and disposition instructions for general procurement program files. For the purposes of this appendix, the term general procurement refers to preparing, issuing, or providing procurement plans and training programs; studying, surveying, and solving procurement problems; advisory committee deliberations and actions; reviewing and determining contractual actions; providing assistance to other Federal agencies in the development and execution of their procurement programs; providing interior planning and design services; and general procurement matters not referred to in other appendixes to this chapter. General procurement program files are created in accordance with the responsibilities set forth in the GSA Organization Manual (OFA P 5440.1), procedures contained in orders and handbooks in the 2800 and 2900 subject classification series, and provisions of Federal Procurement Regulations and General Services Administration Procurement Regulations.

NOTE: These files may be transferred to 9631, technical and reference files, <sup>OAD, P 1820.2 CHGE</sup> to the official case file.

61A1. Procurement general subject files. Correspondence and other documents pertaining to procurement operations matters in general and which cannot be filed with specific procurement operations files described elsewhere in this chapter. ~~\_\_\_\_\_~~

(a) Central Office: Cut off annually, hold 5 years, and destroy. Earlier destruction of individual superseded or obsolete documents is authorized.

(b) Other offices: Cut off annually, hold 3 years, and destroy. Earlier destruction of individual ~~or~~ obsolete documents is authorized.

61A2 - 61A4. Reserved. (superseded or)

61A5. Withdrawn by CHGE

61A6 - 61A9. Reserved.

61A10. Policy and Procedures Division files. Documents accumulated by ~~review committees or other groups established to review and make determinations on contracting policy, major awards, proposed awards to other than low bidders, rejection of awards to otherwise successful bidders, awards having unusual significance or political implications, disputes, protests, controversial matters not settled by contracting officers, and comparable matters.~~ Included are <sup>and procedures.</sup> copies of review actions, determinations, recommendations, forms, <sup>within the Division</sup> ~~used to record formal comments, lists of members, and similar records.~~ <sup>reference</sup> ~~conclusions reached,~~

~~Office of the chairman or secretariat, whichever is designated office of record:~~

~~Files determined as significant by the Director, Policy and Procedures Division:  
Cut off annually, hold 2 years, and retire.  
Destroy after 5 additional years.~~

~~Other files: Cut off annually, hold 2 years, and retire. Destroy after 5 additional years.~~

~~Offices of other committee members: Destroy when no longer needed for current operations.~~

61A11 - 61A14. Reserved.

61A15. Procurement assistance files. Documents accumulated in furnishing advice and assistance on procurement activities of other Federal agencies. Included are advice and assistance requests and replies thereto; nonstandard item procurement requests, justifications, and approvals; and related records.

Cut off annually, hold 2 years, and destroy.

61A16 - 61A19. Reserved.

61A20. Procurement survey and study files. Documents accumulated in studying, appraising, and assisting in the solution of problems on procurement management and operations. Included are study, survey, appraisal, and evaluation reports, including recommendations and related records.

Cut off annually, hold 2 years, and retire.  
Destroy after 3 additional years.

NOTE: Studies, surveys, reports, and related records that provide the basis for a directive or other publication should be identified and filed in the appropriate directive case file or the Instruction file.

61A21 - 61A24. Reserved.

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 thereto, reports, similar documents, and related records.

Cut off annually, hold 1 year, and retire.  
Destroy after 3 additional years.

61A26 - 61A29. Reserved.

61A30. Interior planning and design (IPD) files. These files are accumulated only by offices responsible for directing and performing services relating to the interior planning and design program. Descriptions of and disposition instructions for these files are as follows:

a. IPD project schedules. Schedules and related records reflecting project description, number, and initiation date; name of customer agency; estimated man-hour requirements and completion dates; and related commitment information.

Destroy when superseded or obsolete.

b. IPD project file. Documents accumulated in initiating, conducting or contracting for, administering, and otherwise managing individual projects for the provision of interior planning and design services. Included are agency requests; proposals; records of funds available and

expended; documents reflecting furniture and furnishings requirements, dollar value, and other cost details; plans, drawings, color schemes, and cost estimates; agency correspondence; bid and award notices; contracts; specifications; and related records.

Place in inactive file on completion or cancellation of the project; completion of the contract by delivery and acceptance of all material, property, and services; or termination of the contract; as appropriate. Cut off the inactive file annually, hold 2 years, and retire. Destroy after 4 additional years.

61A31 - 61A34. Reserved.

61A35. Procurement training files. Descriptions of and disposition instructions for these files are as follows:

a. Procurement training administrative files. Documents relating to the general administration of procurement training programs, such as announcements of training courses and seminars, requests for information on training activities, and similar records.

Cut off annually, hold 2 years, and destroy.

b. Procurement training doctrine. Documents relating to the preparation, clearance, and issue of materials for use in training employees in procurement matters. Included are records of meetings and discussions, course outlines, texts, handout material, training aids, and related records.

Cut off when superseded or obsolete  
hold 3 years, and destroy.

c. Procurement training reports. Documents reflecting procurement training progress and accomplishments. Included are reports and similar records.

Cut off annually, hold 2 years, and destroy.

61A36 - 61A39. Reserved.

61A40. Price economy reports. Documents accumulated in the development of reports of price economies achieved in each Federal supply purchase program. Included are reports of purchase price economies, copies of purchase operation reports, and related records. |

Office handling the report:

(a) Annual report of price economies:

Cut off annually, hold 2 years, and retire.  
Destroy after 3 additional years.

(b) Other records:

Cut off annually, hold 2 years, and destroy.

Other offices: Cut off annually, hold 1 year,  
and destroy.

This appendix provides documentation, maintenance, and disposition instructions for procurement operations files. Procurement operations include the development of specifications for nonstandard items; preparation of invitations to bid; award and administration of contracts, including the preparation, maintenance, and distribution of Federal Supply Schedules; selection and deletion of items for stores stock; and related actions concerned with the procurement of supply items and nonpersonal services. Procurement operations files are created according to the responsibilities set forth in the GSA Organization Manual (OFA P 5440.1), procedures contained in orders and handbooks in the 2800 and 2900 subject classification series, and provisions of the Federal Procurement Regulations and General Services Administration Procurement Regulations.

61B1. Contracting officer designation files. Documents designating individuals by name, organizational title, or position to serve or act as contracting officers. Included are delegations of authority, limitations on scope of authority, designation revocations, and related records.

Place in inactive file following reassignment, termination of employment, or revocation of designation. Cut off inactive file annually, hold 6 years, and destroy.

61B2 - 61B4. Reserved.

61B5. Contract administration files. Documents maintained to administer each procurement contract awarded. Included are invitations, contract summaries, inspection reports, purchase orders, correspondence, and similar documents. Files may be arranged by commodity, purchase case number, or contract number.

Place in inactive file following completion of the contract by delivery and acceptance of all material, property, or service, or on termination of the contract. Cut off the inactive file annually, hold 1 year, and retire. Destroy after 5 additional years. (Federal Supply Schedules files may be held up to 3 years before retiring.)

61B6 - 61B9. Reserved.

61B10. Bid and award information files. Documents accumulated in transmitting invitations to bid and information on contracts awarded for release, publication, or display in the Commerce Business Daily, Synopsis of U.S. Government Proposed Procurement, and Sales and Contract Awards; other media; and GSA information offices. Included are transmittal letters, invitations to bid, lists of contracts awarded, and related records.

Cut off annually following award, hold 1 year, and destroy.

61B11 - 61B14. Reserved.

61B15. Procurement number assignment controls. Documents used in recording and controlling the assignment of numbers to purchase case files and to contracts, invitations to bid, and similar procurement documents. Included are registers, logs, and similar control records.

Retain in the current files area; destroy when no longer needed.

Appendix 61-B



OAD P 1820.2 CHGE

61B16 - 61B19. Reserved.

61B20. Schedule and catalog mailing lists. Documents accumulated in maintaining Federal Supply Schedule and contractors catalog mailing lists. Included are mailing lists, requests, and related records.

(a) Mailing lists: Destroy when superseded or obsolete.

(b) Other records: Cut off annually following expiration of effective date of schedule, hold 1 year, and destroy.

61B21 - 61B24. Reserved.

61B25. Federal Supply Schedule production controls. Documents used in scheduling the production of Federal Supply Schedules and which reflect target dates for preparation and issue of each schedule, issue of invitation for bid, bid opening and tabulation, and contract award. Included are schedules, printing services requisitions, and related records.

Place in inactive file following issue of the schedule for the next succeeding contract period. Cut off inactive file every 3 months, hold 3 months, and destroy.

61B26 - 61B29. Reserved.

61B30. Federal Supply Schedules, history files. This file consists of one copy of each Federal Supply Schedule, including amendments thereto, maintained by the Central Office as a ~~historical~~ set. (These are bound volumes ~~as~~ prior to 1967). *reference*

Cut off when no longer required for current operations and ~~retire~~ Destroy. ~~after 5 additional years.~~

DWL  
8-18-77

61B31 - 61B34. Reserved.

61B35. Debarred bidders lists. A list of debarred bidders used for reference purposes.

Destroy when superseded.

61B36 - 61B39. Reserved.

61B40. Bidder commodity code files. Documents accumulated in establishing, maintaining, approving, authorizing changes to, and informing other offices of commodity codes used in establishing bidder mailing lists. Included are commodity code lists; commodity code change requests, approvals, and authorizations; and related records.

Destroy on supersession of the list or on discontinuance of the requirement for it.

61B41 - 61B44. Reserved.

61B45. Bidder mailing list files. Correspondence and related records accumulated in requesting establishment of, requesting changes to, or pertaining to the use of bidder mailing lists.

Cut off annually, hold 1 year, and destroy.

61B46 - 61B49. Reserved.

61B50. Contractor performance files. Documents accumulated to provide information on the performance or qualifications of contractors or proposed suppliers of FSS program items or services. Included are financial statements, past performance records, credit ratings, facilities and equipment evaluations, reports of orders received and shipments made, correspondence, and related records.

Destroy individual documents when superseded.  
Place the entire contractor folder in inactive file after 3 years without an award.  
Cut off inactive file annually, hold 3 years, and destroy.

61B51 - 61B54. Reserved.

61B55. Commercial catalogs and publications. Commercial catalogs and other publications accumulated for reference purposes.

Destroy when superseded or obsolete.

61B56 - 61B59. Reserved.

61B60. New item files. Documents accumulated in evaluating and testing; investigating the need for; determining the methods of purchase, unit of issue, and packaging characteristics for; and accepting or rejecting new and improved items for inclusion in the Federal Supply System. Included are applications and requests, evaluations of trial results, acceptance or rejection determinations, specification and purchase description development requests, temporary purchase descriptions, and related records.

Place in the accepted or rejected item files following determination to accept or reject:

(a) Accepted items: Cut off annually following completion of action on the acceptance determination, hold 3 years, and destroy.

(b) Rejected items: Cut off annually following rejection, hold 3 years, and destroy.

61B61 - 61B64. Reserved.

61B65. Catalog and purchase description letters files. Letters used to transmit catalogs, GSA-related forms, and covering information to regional offices. Files are arranged in serial number sequence to ensure continuity of receipt.

Cut off quarterly, hold 1 year, and destroy.

61B66 - 61B69. Reserved.

61B70. Item identification cards. DD Form 146, Federal Supply Catalog (FSC) Item Identification Card, arranged by catalog code number and thereunder by name of commodity or by identification number.

Destroy when superseded, canceled, or obsolete.

61B71 - 61B74. Reserved.

61B75. Procurement management files. Copies of specifications; originals of GSA-related forms; documents regarding specifications; including the related GSA forms; and correspondence reflecting method of purchase study, project study, and requests for supply status code changes. All material shall be in chronological order. These files shall be arranged by name of commodity, FSC class, and title of specification.

Remove individual superseded or obsolete documents or entire folders when commodity is discontinued and file in inactive file. Cut off inactive file annually, hold 2 years, and destroy. Earlier destruction of individual superseded or obsolete documents is authorized.

61B76 - 61B79. Reserved.

61B80. Customer's procurement guide. Documents accumulated in preparing customer's procurement guides that reflect current Federal Supply Schedules, catalogs, and mailing codes.

Destroy when superseded or obsolete.

61B81 - 61B84. Reserved.

61B85. Solicitation reference files. Original of each invitation to bid issued and distributed.

Cut off annually, hold 1 year, and destroy.

61B86 - 61B89. Reserved.

61B90. No bid responses. Correspondence and other responses received from bidders not interested in submitting bids.

Destroy after posting to the appropriate record in the purchase case files.

61B91 - 61B94. Reserved.

61B95. Unsuccessful bid files. Unsuccessful bids received from prospective contractors.

Destroy upon completion of the related contract by delivery or acceptance of all material, property, or service, or on termination of the related contract.

61B96 - 61B99. Reserved.

61B100. Bid mistake files. Documents accumulated in reconciling, making administrative decisions on, and obtaining determinations from the Comptroller General on mistakes in bids. Included are statements and related documents requested and received from bidders and contractors, documents reflecting actions taken, copies of administrative decisions, decisions of the Comptroller General, bids, contracts, and related records.

Place in inactive file following settlement by administrative actions or final determination by the Comptroller General. Cut off inactive file annually, hold 3 years, and destroy.

61B101 - 61B104. Reserved.

61B105. 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.

(a) Office performing final review: Place in inactive file following final determination. Cut off inactive file annually, hold 3 years, and retire. Destroy after 5 additional years.

(b) Other offices: <sup>Dispose of</sup> ~~File~~ with the related contract file, ~~and destroy.~~

DWL  
8-22-77

61B106 - 61B109. Reserved.

61B110. Purchase and contract case files. Documents accumulated in procuring supplies and services for executive agencies and other authorized organizations. Included are rejected bids, mailing lists, invitations for bids, abstracts of bids and tabulations, records of receipts for bids and responses, notices of award, contracts and amendments, contract summaries, purchase orders, procurement source documents, laboratory test records, purchase case progress records, purchase file transmittals, correspondence, and related records. These files shall be arranged by purchase case or contract number and type of contract.

Place in inactive file following completion of contract by delivery and acceptance of all material, property, or services or on termination of the contract. Cut off the inactive file annually, hold 1 year, and retire. Destroy after 5 additional years.

61B111 - 61B114. Reserved.

61B115. Purchase order copy files. Extra copies of purchase orders and GSA-related forms used in preparing statistical reports. The file may be used as a cross-reference to individual purchase orders and may be arranged by month and year.

Cut off annually, hold 1 year, and destroy.

61B116 - 61B119. Reserved.

61B120. Service contract index. Documents accumulated in preparing and distributing indexes of approved term contracts and schedules for services. The index informs buying activities of existing service contracts in other regions or areas, including degree of activity and dollar volume. Included are copies of published indexes and documents used in their preparation.

Cut off every 6 months, hold 1 year, and destroy.

61B121 - 61B124. Reserved.

61B125. Defense Order (D.O.) Priority register files. Copies of purchase orders maintained as a register of Defense Order (D.O.) Priority ratings received by GSA.

Cut off annually, hold 3 years, and destroy.

61B126 - 61B129. Reserved.

61B130. Contractor's reports of orders received. Reports (submitted by contractors) of orders received for services under Federal Supply Schedule contracts, GSA forms related to contractor's reports of orders received, copies of consolidated and summary reports, and related correspondence. (Excludes GSA forms related to contractor's record of delivery status which are included in the purchase and contract case file.)

Cut off annually, hold 2 years, and destroy.

61B131 - 61B134. Reserved.

61B135. Contract summary files. GSA forms related to contract summaries, excluding copies required for filing in contract files.

Cut off annually, hold 2 years, and destroy.

61B136 - 61B139. Reserved.

61B140. 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.

Place in inactive file on termination of the contract. Cut off the inactive file annually, hold 2 years, and retire. Destroy after 5 additional years.

61B141 - 61B144. Reserved.

61B145. Contract termination report files. Reports and directly related records pertaining to the status of contracts under termination proceedings and to terminated contracts.

Cut off annually, hold 3 years, and destroy.

61B146 - 61B149. Reserved.

61B150. Contractor appeal and protest files. These files are 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 contractor's appeals and protests. Included are findings of fact, decisions, contracts, and pertinent plans; specifications and amendments; and correspondence, transcripts of testimony, and directly related records.

Place in inactive file following final determination or decision. Cut off inactive file annually, hold 2 years, and retire. Destroy after 4 additional years.

This appendix provides documentation, maintenance, and disposition instructions for procurement data files. Procurement data relate to the preparation and control of documents transmitted to, and the review and use of cards, machine-prepared reports, listings, and other documents received from, automated data processing (ADP) activities.