

Request for Records Disposition Authority

Records Schedule Number **DAA-0269-2016-0002**
Schedule Status **Approved**

Agency or Establishment **General Services Administration**
Record Group / Scheduling Group **General Records of the General Services Administration**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Civilian Board of Contract Appeals**
Schedule Subject **Civilian Board of Contract Appeals Program Records (269.5)**
Internal agency concurrences will be provided **No**

Background Information This group describes program records accumulated by the Civilian Board of Contract Appeals. These records are created as a result of hearing, considering, and determining appeals from decisions by contracting officers and other types of cases within the jurisdiction of the Board. This group does not apply to records retained in offices of Contracting Officers.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

0004

Outline of Records Schedule Items for DAA-0269-2016-0002

Sequence Number	
1	269.5 - Civilian Board of Contract Appeals Program Records
1.1	010 - Publicly Posted CBCA Decisions Disposition Authority Number: DAA-0269-2016-0002-0001
1.2	011 - Appeals Case Files Disposition Authority Number: DAA-0269-2016-0002-0002
1.3	021 - Claims Case Files Disposition Authority Number: DAA-0269-2016-0002-0003
1.4	031 - Alternative Dispute Resolution Contract Case Materials Disposition Authority Number: DAA-0269-2016-0002-0004

Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

011 - Appeals Case Files

Disposition Authority Number **DAA-0269-2016-0002-0002**

Case files concerning appeals from contracting officer final decisions arising under the Contract Disputes Act, 41 U.S.C. §§ 7101-7109; disputes between insurance companies and the Department of Agriculture's Risk Management Agency involving actions of the Federal Crop Insurance Corporation under 7 U.S.C. § 1501 et seq.; cases arising under the Indian Self-Determination Act, 25 U.S.C. § 450 et seq.; and applications by prevailing private parties for recovery of litigation costs under the Equal Access to Justice Act, 5 U.S.C. § 504. Appeals case files consist of those documents that constitute the record upon which any decision of the Board is based, including notices of appeal, exhibits, complaints, answers, motions and other pleadings, orders, correspondence with and between the parties, transcripts of hearings, and anything else the Board may designate.

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**

GRS or Superseded Authority Citation **NC1-269-80-010 / 26A10/a
N1-269-95-002 / 1**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year following the disposition of the case.**

Retention Period **Destroy 5 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

1.3

021 - Claims Case Files

Disposition Authority Number **DAA-0269-2016-0002-0003**

Case files concerning claims by Federal civilian employees under 31 U.S.C. § 3702 for reimbursement of official temporary duty travel or in connection with relocation to a new duty station; advance decisions on related matters under 31 U.S.C. § 3529; and claims by carriers or freight forwarders under 31 U.S.C. § 3726(i)(1) involving actions of the GSA regarding payment for transportation services and similar matters. Claims case files consist of copies of those documents that constitute the record upon which any decision of the Board is based, including exhibits, pleadings, orders, correspondence with and between the parties, and anything else the Board may designate.

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
GRS or Superseded Authority Citation: NC1-269-80-010 / 26A1
NC1-269-80-010 / 26A5
NC1-269-80-010 / 26A15
NC1-269-80-010 / 26A20

Disposition Instruction

Cutoff Instruction: Cutoff at the end of the fiscal year following the disposition of the case.

Retention Period: Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval: Not Required

1.4

031 - Alternative Dispute Resolution Contract Case Materials

Disposition Authority Number: DAA-0269-2016-0002-0004

Case materials concerning alternative dispute resolution (ADR) activities of the Board. ADR includes mediation and arbitration in both binding and non-binding procedures as elected by the parties to the particular dispute. ADR is conducted by the Board under the provisions of the Contract Disputes Act at 41 USC § 7103, and the Administrative Dispute Resolution Act of 1990 (ADR Act), as amended, 5 U.S.C. § 571 et seq. ADR case materials consist of all documents created by the Board or submitted to it in connection with an ADR proceeding and may include ADR agreements, settlement agreements, exhibits, pleadings, position papers, orders, correspondence with and between the parties, and anything else the Board may designate. This series does not include alternative dispute resolution records related to personnel matters.

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
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year following conclusion of the ADR activity.
Retention Period	Destroy after cutoff. Longer retention is authorized if needed under the terms of the ADR Act, as amended (5 USC, § 571 et seq.), or for business purposes.
Additional Information	
GAO Approval	Required and Received

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
04/06/2016	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
10/25/2016	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/01/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
11/01/2016	Return to Submitter	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
11/02/2016	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
11/02/2016	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
05/10/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
05/30/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
05/30/2017	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
07/19/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration

				- ACNR Records Management Services
08/11/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
08/14/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
09/11/2017	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/15/2017	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
09/19/2017	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
01/31/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/08/2018	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
03/08/2018	Certify	Robert Smudde	National Records Officer	Office of the Chief Information Officer - Office of Policy and Compliance
04/18/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/23/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
04/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

04/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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