

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20403		JOB NUMBER N1-269-97-1	
1. FROM (Agency or establishment) General Services Administration (GSA)		DATE RECEIVED 2-28-97	
2. MAJOR SUBDIVISION Office of Mgmt. services & Human Resources		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Information Management Division (CAI)		DATE 4/9/97	
4. NAME OF PERSON WITH WHOM TO CONFER Sharon Lighton		ARCHIVIST OF THE UNITED STATES WITHDRAWN	
5. TELEPHONE (202) 501-2262			
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 <u>1</u> 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 3 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE 2/25/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sharon Lighton</i>	TITLE <i>Acting Records Officer</i>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Case files (Schedule 05D001) SEE ATTACHED	N1-269-95-2	

*Withdrawn 4-25-97
S.M.W.*

This appendix describes program records accumulated by the GSA Board of Contract Appeals. These records are created as a result of hearing, considering, and determining appeals from decisions by contracting officers; claims by Federal civilian employees for reimbursement of expenses incurred while on official temporary duty travel or in connection with relocation to a new duty station; "advance" decisions provided pursuant to 31 U.S.C. § 3529; claims by carriers or freight forwarders involving rate determinations; claims for the proceeds of the sale of property of certain Federal civilian employees who are reported dead, injured, ill or absent; alternative dispute resolution services to Federal agencies on contract-related matters; ADP protests filed by vendors and other interested parties; reconsideration of Board decisions; and special cases assigned by the Administrator. This appendix does not apply to records retained in offices of contracting officers; these records are described in app. 5A, 5B, and 5C.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
05D001	Case files. Case files concerning contract appeals arising under the Contract Disputes Act of 1978; claims under 31 U.S.C. § 3702 for the reimbursement of travel and relocation expenses; "advance" decisions authorized under 31 U.S.C. § 3529; claims involving transportation rate determinations under 31 U.S.C. § 3726(g)(1); claims for the proceeds of the sale of property of certain Federal civilian employees under 5 U.S.C. § 5564; alternative dispute resolution services to Federal agencies on contract-related matters; and ADP protests filed pursuant to the Competition in Contracting Act. Case files consist of copies of those documents that constitute the record upon which any decision of the Board is rendered, including exhibits, pleadings, correspondence with and between the parties, transcripts of hearings, rulings, and anything else the Board may designate.	Temporary. Cut off following disposition of case; hold for 6 months and then retire to FRC. Destroy 5 years after cutoff. <i>NI- 269-95-2</i>
05D002- 05D009	Reserved.	

- 05D010 Case history cards (NC1-269-80-10). Cards reflecting names of appellants, claimants, or applicants; case docket numbers; digest of matters in dispute; dates of appeals, claims or applications; assignments; dates of prehearing conferences and/or hearings; decisions rendered and dates thereof; references to incoming correspondence; and other pertinent information. Cards are arranged by name of appellant, claimant, or applicant and by docket number. Temporary. Destroy when no longer of administrative or legal use to GSA.
- 05D011- Reserved.
05D014
- 05D015 Final action and decisions (NC1-269-80-10). Final actions and decisions, pertinent determinations made by the Administrator and supplementary decisions and amendments that are maintained in the GSA Board of Contract Appeals library. Temporary. Destroy when no longer of administrative or legal use to GSA.
- 05D016- Reserved.
05D019
- 05D020 Special assignment case files (NC1-269-80-10). Documents accumulated in deciding, or in reviewing and making recommendations to the Administrator on cases specially assigned by the Administrator to the Associate Administrator for Acquisition Policy or the Designated Agency Ethics Official. Included are transcripts, exhibits and correspondence from parties concerned; recommendations; and final actions and decisions. Temporary. Place in inactive file following completion or settlement of case or assignment. Cut off inactive file at the end of the fiscal year; hold 2 years and retire to FRC. Destroy 5 years after cutoff.