

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)
General Services Administration

2 MAJOR SUBDIVISION
Office of Acquisition Policy

3 MINOR SUBDIVISION
Office of GSA Policy and Regulations

4 NAME OF PERSON WITH WHOM TO CONFER
Sandy Groves

5 TEL EXT
566-1643

LEAVE BLANK	
JOB NO NC1-269-83-4	
DATE RECEIVED 8-24-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8/29/83 <i>Date</i>	<i>Robert W. Hiebert</i> <i>Archivist of the United States</i>

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 1 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 8/19/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William W. Hiebert</i> William W. Hiebert	E. TITLE Chief, Records and Forms Management Branch
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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.	<p><u>Contractor Debarment and Suspension Records</u> Documents relating to investigations of bidders and contractors for debarment or suspension from contracting with the Federal Government. Included are case files which generally contain a copy of the investigative report, indictments and/or convictions, incorporation papers, debarment or suspension notices (including those received from other Federal agencies), General Services Board of Contract Appeals (GSBCA) hearing files, and other general correspondence. Also included are other documents such as the Consolidated List of Debarred, Suspended and Ineligible Contractors and a card index.</p> <p>A. Case Files: Cut off annually following final decision on debarment or suspension. Hold 2 years. Retire to FRC. Destroy 6 years and 3 months after final decision on debarment or suspension.</p> <p>B. Other Files: Destroy when no longer needed for reference.</p>	NN-168-83	2 items

*To agency
31 Aug 89*