

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rev NCO 23 Jan 81

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

LEAVE BLANK	
JOB NO	NC1-352-81-1
DATE RECEIVED	January 28, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>4-20-83</i> Date	<i>[Signature]</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Automated Data and Telecommunications Service

3. MINOR SUBDIVISION

General Communications Procurement Division

4. NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

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 7 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<i>11/19/81</i>	<i>John C. Gonda Jr.</i>	Acting Chief, Records Management Branch		<u>General Communications Procurement Program Records.</u> Files descriptions and disposition schedules are contained in the proposed enclosed chapter 55I, to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).		

*Copy to agency
21 Apr 83*

23 attch

This appendix provides documentation, maintenance, and disposition instructions for general communications procurement program records. For the purpose of this appendix, the term "general communications procurement" refers to preparing, issuing, or providing procurement plans and training programs; studying, surveying, and solving procurement problems; reviewing and determining contractual actions; providing assistance to other Federal agencies in the development and execution of their procurement programs; and general procurement matters not referred to in other appendixes to this chapter. General communications procurement program records 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 7100 subject classification series, and provisions of Federal Procurement Regulations and General Services Administrative Procurement Regulations.

The original paper records for the program files described in this appendix may be converted to microform and the original paper records may be destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program, chs. 3-1 and 3 and 4-3 and 4 (OAD P 1882.1), are met.

55I1. Communications procurement assistance files. Documents accumulated in assisting Federal agencies in the execution of their communications purchasing and contracting effort, including assistance in negotiating contracts. This file category does not include GSA "official" contract files.

Cut off annually, destroy when 3 years old.

27B1
61A15

55I2 - 55I4. Reserved.

55I5. Communications procurement studies. Documents accumulated in conducting studies, including cost and market research analyses, to ensure economic purchase, lease, or rental of communications equipment or services. Included are studies, research analyses, recommendations, and related records.

a. Cut off at end of fiscal year following completion or cancelation of the study, hold 2 years, and retire to FRC. Destroy when 5 years old.

55H20
27B5

b. Studies designated as significant by the Commissioner. *Destroy*
~~Permanent. Offer to NARS~~ when 15 years old.

*Amended by
D. Lewis, NCD,
Per Summary, ORAB,
12/20/83*

55I6 - 55I9. Reserved.

55I10. Communications contract files. Documents accumulated in advertising for bids; soliciting proposals; evaluating bids and proposals; disposing of protests; and negotiating, awarding, administering, and terminating contracts for the purchase, rental, lease, and maintenance of communications equipment, supplies, and services. Included are procurement requisitions; invitations for bids; requests for proposals; copies of bidders' lists; documents reflecting no-bids responses; offers received; evaluations; record of negotiations; successful bids; notifications of award; notification of no award and related documents; contract administration or termination documents; and contract case files, including related Federal Supply Schedules, purchase orders, receiving reports, inspection reports, shipping documents, similar documents, and related records.

a. Cut off annually following completion of contract as indicated by delivery and acceptance of all equipment or services, or termination, hold 1 year, and retire to FRC. Destroy ~~when 6 years old~~ *in accordance with GRS 3, Item 4a.*

GRS3/4a
27B10a

b. Documents accumulated in conducting procurements for other agencies which are not transferred with official contract file to agencies: Cut off at end of fiscal year following transfer, hold 1 year, and retire to FRC. Destroy when 6 years old.

27B10a

55I11-55I14. Reserved.

*Adkins, no
12/20/83*

55I15. Bidders' mailing lists. Documents accumulated in establishing and maintaining lists of business concerns interested in receiving invitations to bid on supplying communications equipment, supplies, or services. Included are mailing list applications, preinvitation notices, requests for removal of names from mailing lists, similar documents, and related records.

- a. Mailing lists: Destroy when superseded or obsolete.
- b. Other records: Cut off at end of fiscal year, destroy when 1 year old.

27B15
61B45

55I16 - 55I19. Reserved.

55I20. Unsuccessful bids. Unsuccessful or rejected bids received from suppliers of communications equipment, supplies, and services.

Cut off at end of fiscal year, hold 1 year, and retire to FRC. Destroy ~~when 6 years old.~~ *in accordance with GRS 3, Item 6A.*

61B37/6A
27B20

*Deleted
1/20
1799/23*

55I21 - 55I24. Reserved.

55I25. Supply Schedule production records. Documents accumulated in scheduling, monitoring, and accomplishing each step in the development and distribution of Supply ADP, Communications Teleprocessing Schedules, notices, and amendments. These steps include developing terms and conditions; preparing solicitations for offers; opening and tabulating offers; negotiating Supply Schedule contracts; executing and reporting contract awards; administering and/or terminating schedule contracts; developing, producing, and distributing the Supply Schedules, special notices, and amendments; and similar or related actions.

Cut off annually, destroy when 6 years old.

61B25
27B25

55I26 - 55I29. Reserved.

55I30. Supply Schedule and price list distribution lists. Documents accumulated in establishing and maintaining lists of Government agencies interested in receiving Supply ADP, Communications, Teleprocessing Schedules and related contractors' price lists for communications equipment and services. Included are requests to be placed on distribution lists, and similar documents.

Destroy when superseded or obsolete.

61B20
27B30

55I31 - 55I34. Reserved.

55I35. Supply Schedule history files. These files consist of one copy of each communications Supply Schedule price list and amendments thereto.

Cut off annually, hold 3 years, and retire to FRC. ~~offer to~~ *Destroy* ~~when~~ when 10 years old.

61B30
27B35

*Approved
by [unclear]
159/83*

55I36 - 55I39. Reserved.

55I40. Contract copy files. Copies of requests for proposals, orders, and contracts which are received from other Federal agencies, reviewed, analyzed, and used as a basis for improving Federal Supply Schedule contracts or other communications negotiation actions.

*Reviewed by
D. Klein, sec,
by Sandy Brown, OPA,
1/29/83*

Cut off annually, hold 1 year, and retire to FRC. Destroy when ~~6 years old~~ *no longer needed.*

*N.A
DUPS*

55I41 - 55I44. Reserved.

55I45. Contractor performance files. Documents received, primarily from other Federal agencies and activities, which select contractor performance in terms of responsiveness and hardware, software, and consultative capability. These documents are maintained in a central repository for use in future contract negotiations.

Review annually and retire to ^{*destroy*} FRC when 6 years old.

*27845
61850*

55I46 - 55H49. Reserved.

55I50. New communications product supply files. Documents created in monitoring and advising on new and improved communications products and in coordinating their introduction into the supply system.

Cut off annually, destroy when 5 years old.

*27850
61A130
61860*

55I51 - 55I54. Reserved.

55I55. Communications technical assistance. Documents accumulated in assisting other Federal agencies in developing specifications, resolving problems encountered due to nonavailability of communications resources, offering suggestions and recommendations to communications installations of other Federal agencies, and similar matters.

Cut off at end of fiscal year, destroy when 3 years old.

*27C1
61A15*

55I56 - 55I59. Reserved.

55I60. Communications standardization files. Documents relating to the preparation, coordination, approval, maintenance, and cancelation of communications standards and specifications, including documents concerning the coordination and adoption of industry or technical association communications standardization documents. Included are standardization project assignment documents, clearance actions, drawings, agendas, minutes of meetings, study project reports, record

copies of the published standardization documents and communications relating to them, and similar records.

*Amended by
D. Klein, vice,
Asst. Secy. (Govt. Affairs),
12/21/87.*

a. Office responsible for preparation: ~~Permanent~~. Cut off annually following supersession, cancellation, or decision not to adopt; hold 1 year, and retire to FRC. ~~offer to Destroy~~ ~~WARS~~ when 5 years old.

*27C5
60A1
60A5*

b. Other offices: Cut off annually, destroy when 2 years old.

55I61 - 55I64. Reserved.

55I65. Communications purchase descriptions. Documents or microfilm copies created in preparing, reviewing, and issuing communications purchase descriptions for procurement of equipment and supplies not covered by Federal specifications. Included are proposed purchase descriptions, clearance actions, copies of the purchase descriptions, and related records.

Cut off annually, hold 1 year, retire to FRC. Destroy when 6 years old.

*27C10
60A125*

55I66 - 55I69. Reserved.

55I70. Communications technological development files. Documents created in monitoring technological developments and providing information to other Federal agencies for use in planning their communications programs. Included are brochures, circulars, communications with manufacturers and representatives of Federal agencies, similar documents, and related records.

a. Brochures, circulars, and similar materials: Destroy when superseded or obsolete.

27C25

b. Other papers: Cut off annually, hold 2 years, and retire to FRC. Destroy when 5 years old.

55I71 - 55I74. Reserved.

55I75. Technical information requests. Documents accumulated in providing comparative information on characteristics and performance capabilities of communications equipment, software, and related services to executive agencies for use in connection with the selection of equipment. Included are requests, replies thereto, and related records.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 6 years old.

27C30

55I76 - 55I79. Reserved.

55I80. Telecommunication plan reviews. Documents accumulated in reviewing communication plans of executive agencies for consideration of data transmission

requirements and in providing comment thereon to ADTS for use in validating the requirements.

Cut off annually, hold 2 years, and retire to FRC. Destroy when 7 years old.

27C35

55I81 - 55I84. Reserved.

55I85. Telecommunication change reviews. Documents accumulated in reviewing proposed changes in telecommunication facilities and providing comment on data transmission elements to ADTS. Included are copies of proposed changes, comments, and related records.

Cut off annually, destroy when 2 years old.

27C40