

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 362

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED JUN 24 1974	JOB NO.
DATE APPROVED NC 174-268	

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno or Marilyn Taylor

5. TEL. EXT.

254-3545

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 _____ Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

6/21/74
 (Date)

John F. Nolan
 (Signature of Agency Representative)

Chief, Administrative Svcs.
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
140.	<p>Contract Files</p> <p>These case files contain all documentation on each contract. They are filed by contract number. Each contract file contains contracts and amendments, clearances and negotiations, funding or obligating document, contractors bid, correspondence, payment schedule and copy of voucher.</p> <p>a. A&F/P Contracts Branch will:</p> <p>(1) Place contracts under \$2,500 in a closed-case file upon final payment, hold 6 months, and retire to FRC. FRC will hold 3 years and destroy.</p> <p>(2) Place contracts in the amount of \$2,500-\$25,000, in a closed-case file upon final payment, hold 6 months, and retire to FRC. FRC will hold 26 years and destroy.</p> <p>(3) Place contracts over \$25,000, in a closed-case file upon final payment, hold 6 months, and retire to FRC. <i>Disposition shall be made in accordance with GAO instructions.</i></p> <p>b. Fiscal Services copy of above file, containing a copy of the contract and all fiscal payments maintained in A&F/A Fiscal Services, will be placed in a closed file upon final payment, held 2 years, and destroyed.</p> <p>c. All other offices will destroy 4 years from date of contract.</p>	NC174-189 change to item 140. a.	

* Per authorization of J. Wright and M. Taylor. CSR6/27/74 5 items