

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-412-01-13	DATE RECEIVED 12-8-2000
1 FROM (Agency or establishment) Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of General Counsel		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Finance and Operations Law Office			
4. NAME OF PERSON WITH WHOM TO CONFER Chris O'Donnell	5 TELEPHONE 202-260-1324	DATE 11-20-01	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>

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 2 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 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 12/1/00	SIGNATURE OF AGENCY REPRESENTATIVE Chris O'Donnell <i>Chris O'Donnell</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached schedule U.S. EPA 656 - Board of Contract Appeals Cases		

cc: Agency, NWMD, NWMM, NR

DRAFT OF 1/25/01

U.S. EPA RECORDS SCHEDULE

#1. **SERIES TITLE:** Board of Contract Appeals Cases

PROGRAM: General Counsel

EPA SERIES NO: 656

AGENCY FILE CODE: LEGA 656

NARA DISPOSAL AUTHORITY: N1-412-01-13
(Use this number to retire records to the FRC)

APPLICABILITY: Headquarters

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IDENTIFYING INFORMATION:

DESCRIPTION: Consists of copies of the appeal file filed with the Department of Interior Board of Contract Appeals, written memoranda of legal arguments (if any filed), relevant documents relating to disputed contractual issues, contracting officer's final decision, briefs, motions, and pleadings. Includes:

- a. Record copy; and,
- b. Electronic versions created with electronic mail and word processing systems.

ARRANGEMENT: Arranged numerically by case number.

TYPE OF RECORDS:

Case files

SPECIFIC RESTRICTIONS:

Confidential Business Information
Enforcement Sensitive Information
Source Selection Information

MEDIUM:

Paper, electronic

VITAL RECORD:

FUNCTIONS SUPPORTED:

Program operations

SPECIFIC LEGAL REQUIREMENTS:

Contract Disputes Act of 1978, 41 USC 601 et seq.
Federal Acquisition Regulations 33.2, 4.805

EPA SERIES NO. 656

DISPOSITION INFORMATION:

FINAL DISPOSITION:

- a. Disposable
- b. Disposable

TRANSFER TO FRC PERMITTED:

Yes

No

FILE BREAK INSTRUCTIONS:

- a. Break file 2 years after final resolution or settlement of appeal or 2 years after payment, if any, of judgment or settlement amount, whichever is later.
- b. See Disposition Instructions.

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DISPOSITION INSTRUCTIONS:

- a. Retire to FRC immediately after file break. Destroy 10 years after file break, or 10 years after final payment under contract, whichever is later.
- b. Destroy when record copy is generated.

APPLICATION GUIDANCE:

REASONS FOR DISPOSITION: Retention meets program needs.

AGENCY-WIDE GUIDANCE: Final resolution of appeal includes all applicable appeals and does not mean final Agency decision.

Case files maintained by the Office of General Counsel in Cincinnati and Research Triangle Park are also covered by this schedule.

Restrictions related to source selection information can be found in the Federal Acquisition Regulations, FAR 3.104.

As required by 36 CFR 1228.58, records with special restrictions such as confidential business information (CBI) must be shredded or otherwise definitively destroyed with witnessed disposal for records destroyed by contractors.

PROGRAM OFFICE GUIDANCE/DESCRIPTIVE INFORMATION:

CUSTODIAL INFORMATION:

CONTROLLING UNIT:

Name: Office of General Counsel

Location: Ronald Reagan Bldg.,
Cincinnati, Research Triangle Park

CONTACT POINT:

Name: Bruce Binder
Steve Pressman

Mail Code: 2377

Inclusive Dates: 1992 - present

Telephone: 202-564-4704
202-564-5439

Volume on Hand (Feet): 6 cf.

Office: Finance and Operations Law Office

EPA SERIES NO. 656

Annual Accumulation: 2 cf.
(feet or inches)

Room:

CONTROL INFORMATION:

RELATED ITEMS:

PREVIOUSLY APPROVED BY
NARA SCHEDULE NOS:

Approval Date EPA	Approval Date NARA	Entry Date	Last Modified
12/1/00		2/23/99	1/25/01

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