



**This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.**

## EPA Records Schedule 055

**Status:** Development, 06/30/2009

**Title:** Contracts Management Systems

**Program:** Procurement

**Applicability:** Agency-wide

**Function:** 405 - Supply Chain Management

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

### Description:

The electronic contracts management systems provide comprehensive procurement and contract management life-cycle support from acquisition initiation through contract closeout. They interface with other EPA systems to successfully utilize their capabilities. The systems produce solicitations, contracts, contract modifications, work orders and tasking documents.

### Disposition Instructions:

**Item a:** Electronic software program

*Non-Record*

The Office of Administration and Resources Management, Office of Acquisition Management is responsible for the disposition of this item

- ~~Retainable~~
- Destroy when no longer needed to ensure access to and use of the electronic records throughout the authorized retention period.

**Item b:** Input

*File Instructions*

- ~~Varies~~
- Follow instructions for EPA ~~IT~~

**Item c(1):** Electronic data - except Superfund site-specific

*NI-412-94.2/7*

The Office of Administration and Resources Management, Office of Acquisition Management is responsible for the disposition of this item.

~~• Disposable~~

- Delete 6 years and 3 months after contract closeout

**Item c(2):** (Reserved)

**Item c(3):** Electronic data - Superfund site-specific

The Office of Administration and Resources Management, Office of Acquisition Management is responsible for the disposition of this item.

• **Disposable**

- Delete 30 years after contract closeout.

**Item d(1):** Output and reports

*File Instruction*

~~• Varies~~

- File with related records and follow instructions for the related

**Item d(2):** System usage reports

*GRS 20/1c*

~~• Disposable~~

- Delete when no longer needed

**Item e:** Systems documentation

*GRS 20/11 a(.)*

The Office of Administration and Resources Management, Office of Acquisition Management is responsible for the disposition of this item.

~~• Disposable~~

- Follow instructions for EPA 304, item a(1)

**Guidance:**

See EPA 020 Superfund site-specific contract records and EPA 202 for contracts for programs other than Superfund site-specific. The systems currently interface with the Integrated Financial Management System (IFMS), scheduled as EPA 054.

**Reasons for Disposition:**

The following change was made in the 03/31/2009 version:

- Revised disposition instructions for item c(1) and deleted item c(2) to make them consistent with other contract management records.

The following changes were made in the 10/31/2008 version:

- Revised title of disposition item e.
- Revised reasons for disposition.

The following changes were made in the 04/30/2008 version:

- Revised title of the schedule.
- Revised description
- Revised applicability of disposition items a, c and e
- Revised disposition instructions for items b and c.
- Updated contact information

The following changes were made in the 03/31/2008 version:

- Changed the disposition instructions for item b
- Added applicability to disposition items a, c and e.
- Revised title and disposition instructions for item e.

This schedule was previously approved by NARA as N1-412-94-2/7 for the Integrated Contracts Management System (ICMS). The disposition item for electronic data has been divided into three subitems and the retention is consistent with other related contract records

**Custodians:**

Office of Administration and Resources Management, Office of Acquisition Management

- **Contact:** Sylvia Danley-Smith
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**Related Schedules:**

EPA 020, EPA 054, EPA 171, EPA 202, EPA 304

**Previous NARA Disposal Authority:**

N1-412-94-2/7

**Entry:** 05/14/1992

**EPA Approval:** Pending

**NARA Approval:** Pending