

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-506-07-7</i>	
1. FROM (Agency or establishment) Defense Commissary Agency (DeCA)		DATE RECEIVED <i>9-27-2006</i>	
2. MAJOR SUB DIVISION Contracting		NOTIFICATION TO AGENCY 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 N/A			
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss			
5. TELEPHONE (804) 734-8841		DATE <i>2/22/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 <u>8</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/22/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>		TITLE Records Officer, DeCA - East
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Contracting Files (Series 10) "Recordkeeping Copy: Media Neutral"		

Form Designed by Adobe Form Client Designer 5.0

21-506-07-7 Copies sent to Agency, NARA, NARA, NARA

CONTRACTING FILES

Series 10

~~10- CONTRACTING FILES. This series relates to the function of obtaining supplies, equipment, and services through the process of purchasing and contracting and the assurance of the effective performance of contractual requirements. Included are those mission functions performed by contracting activities. All items in this schedule are considered "Media Neutral."~~

Note: items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.

10-1 GENERAL CORRESPONDENCE FILES. Correspondence files of operating contracting offices concerning internal operation and administration matters not covered elsewhere in this schedule.

*Covered by
GRS*

Disposition:

GRS 3, Item 2

COFF: after 1 year

DEST: in current CFA when 2 years old.

10-2 ACQUISITION INSTRUCTIONS. Documents created reflecting policies, procedures, instructions or functional responsibilities.

Disposition:

N1-506-02-1

COFF: after cancellation

DEST: in current CFA 1 year after cancellation

*Covered by
N1- 506-02-1*

10-3 PROCUREMENT REFERENCE FILES. Documents relating to procurement policies, procedures, publications, instructions, functional responsibilities and other materials maintained for reference purposes. These records may include documents of a historical or precedent setting nature impacting the acquisition functional area and/or the commissary system; reference publications, examples of unique solicitations and contracts, and other documents which are for information and require no official actions.

Disposition:

GRS 3, Item 2

DEST: when 2 years old

Covered by GRS

10-4 PROCUREMENT AUTHORITY DESIGNATION/TERMINATION FILES.

Documents reflecting the designation and rescission of the designation of contracting officers, ordering officers, credit card holders, and contracting officer representatives, which include the specific procurement authorities delegated.

Disposition:

N1-506-02-1

COFF: after rescission or termination

TRANSFER: to RHA after 2 years

DEST: 6 years after rescission or termination

*Covered by
N1- 506-02-1*

CONTRACTING FILES
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10-4a GOVERNMENT PURCHASE CARD TRAINING RECORDS. GPC training files of appointed ordering officers, credit card holders, and contracting officer representatives.

Disposition:

Unscheduled

COFF: upon separation of employee

TRANSFER: merge with contracting officer designation/termination files

DEST: with contracting officer designation/termination files

10-5 ~~ADVANCE PROCUREMENT PLANNING FILES.~~ Documents relating to the development and establishment of long range procurement estimates, or other advance procurement planning documents. Included are documents relating to the establishment, creation, consolidation of requirements for supplies, services and equipment utilizing formal contracting procedures. Emphasis is on "for planning purposes only" and does not include establishment/validation of need through logistics or other approval channels prior to submission for out-years. May include future requirements of current fiscal year. Information may be releasable to industry/private/commercial sector for planning purposes.

Disposition:

N1-506-02-1

COFF: after end of FY

TRANSFER: to RHA after 2 years

DEST: 6 years after COFF except the documents filed with the contract will be destroyed therewith

approved by
N1-506.02-1

10-6 PROCUREMENT MANAGEMENT REVIEWS. Documents reflecting operations of the Procurement Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits; reports of cumulative results of reviews; actions taken on recommendations; follow-up visits; and related documents.

a. **OFFICE PERFORMING REVIEW (INTERNAL)**

Disposition:

N1-506-02-1

COFF: after end of FY

TRANSFER: to RHA after 1 year or no longer needed for current operation

DEST: 6 years after COFF

b. **SURVEY ACTIVITIES (EXTERNAL)**

Disposition:

N1-506-02-1

DEST: on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner or no longer needed for current operation

10-7 SOLICITATION REVIEWS. Invitations for bid or requests for proposals submitted to Directorate of Contracting for review to ensure compliance with procurement regulations prior to

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release.

Disposition:

N1-506-02-1 (Revised)

COFF: after completion of review

DEST: in CFA 1 year after COFF or no longer needed for current operation, except the documents filed with the contract will be destroyed therewith

10-8 Reserved.

10-9 DEBARRED, INELIGIBLE, OR SUSPENDED CONTRACTORS. Documents relating to suspension of bidders with whom contractual relationships with the DoD are prohibited. Included are lists of debarred, ineligible, or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar information.

a. **RESPONSIBLE OFFICE.** Office responsible for final determination as to whether or not a bidder is placed on the list.

Disposition:

N1-506-02-1

COFF: when determination is received

TRANSFER: to RHA after 2 years

DEST: 6 years after final determination

approved by
N1-506-02-1

b. **OTHER OFFICES.**

Disposition:

N1-506-02-1 (Revised)

DEST: when no longer needed for current operations.

10-10 PROCUREMENT STATUS REPORTS. Documents relating to the reporting system designed to provide statistics about placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information. Excluding adhoc reports run from SPS. These are generated on an as-need basis and destroyed when superseded.

Disposition:

N1-506-02-1

COFF: end of FY

DEST: in CFA 2 years after end of FY of preparation

10-11 JUSTIFICATIONS AND APPROVALS. Information on justifications and approvals (J&A's) required prior to solicitation or negotiation of contracts. Included are J&A's and directly related correspondence. (In the case of class J&A's issued according to Subpart 6.3, FAR and DoD FAR Supplement, a reproduced copy of the J&A will be included in each contract file.)

~~a. **OFFICE ADMINISTERING THE CONTRACT.**~~

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Disposition:

N1-506-02-1

DEST: along with resulting contract.

b. OTHER OFFICES.

Disposition:

N1-506-02-1

COFF: end of FY

DEST: in CFA after 2 years

*approved by
N1-506-02-1*

10-12 CONTRACT CLAUSE DEVIATIONS. Documents used in authorizing deviations from contract clauses. Included are deviation requests, approvals, disapprovals, waivers and similar documents.

Disposition:

N1-506-02-1

COFF: end of FY

DEST: in CFA after 6 years

10-13 CONTRACT REVIEWS AND CONTRACT TERMINATION REVIEWS. Contract review include documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data. Contract termination reviews include proposals for termination of contracts, contracting officer's statements, review board actions, settlement proposals, approvals, disapprovals and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in DoD FAR Supplement, paragraph 204.8.

Disposition:

N1-506-02-1

COFF: end of FY

TRANSFER: to RHA after 2 years

DEST: after 6 years, except the documents filed with the contract will be destroyed therewith.

10-14 Reserved

10-15 CONTRACT DISPUTES AND APPEALS. Documents pertaining to claims for or against the United States, investigations, cases pending or in litigation, or similar matters. Records include all documents pertinent to the appeal, such as findings of fact, Rule 4 records, complaint answer (and/or motion), transcript of proceedings before the Board/Court, exhibits, briefs, and Board/Court decisions.

Disposition:

GRS 3, Item 15

COFF: after final Decision of Board

DEST: 6 years and 3 months after COFF

covered by GRS

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~~10-16 **BUY AMERICAN ACT FILES.** Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence.~~

~~**Disposition:**~~

~~N1-506-02-1~~

~~COFF: end of FY~~

~~TRANSFER: to RHA after 2 years~~

~~DEST: 3 years after COFF except the documents filed with the contract will be destroyed therewith~~

*Covered by
N1-506-02-1*

~~10-17 **PROCUREMENT INSPECTIONS.** Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Defense Contract Audit Agency, GAO, and supervisory offices; documents indicating corrective action taken, and similar information.~~

~~**Disposition:**~~

~~N1-506-02-1~~

~~COFF: upon completion of audit or inspection~~

~~TRANSFER: to RHA after 2 years~~

~~DEST: 3 years after COFF except the documents filed with the contract will be destroyed therewith or no longer needed for current operation~~

~~10-18 **PROCUREMENT REGISTERS.** Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.~~

~~**Disposition:**~~

~~N1-506-02-1~~

~~COFF: end of FY~~

~~TRANSFER: to RHA after 2 years~~

~~DEST: 6 years after COFF.~~

~~10-19 **SIMPLIFIED ACQUISITIONS.** Relates to procurement transactions at or below the Simplified Acquisition Threshold* utilizing procedures in FAR Parts 12 & 13, or construction contracts of \$2,000 or less, created in the process of filling specific procurement requirements. Individual case files comprised of correspondence and related papers pertaining to award, administration, receipt, inspection and payment, unsuccessful offers or quotations, and other records prescribed in FAR 4.805. Disposition of Contract actions as a result of Hurricane Katrina should NOT be destroyed and retained in File Section 40-19 (Permanent).~~

~~a. **FOR PURCHASES MADE USING A PAYMENT METHOD OTHER THAN GPC.**~~

~~**Disposition:**~~

~~GRS 3, Item 3 a~~

~~COFF: end of FY~~

*Covered by
GRS*

CONTRACTING FILES
Series 10

~~TRANSFER: to RHA after 1 year~~
~~DEST: 3 years after final payment.~~

Covered by GRS

~~The Simplified Acquisition Threshold, as of Dec 2005, is \$100,000.~~

b. FOR PURCHASES MADE USING THE GPC AS THE PAYMENT METHOD.

Disposition:

Unscheduled

COFF: end of FY on final payment date

TRANSFER: to RHA after 1 year

DEST: 6 years and 3 months after final payment.

*5/2/07
Amended per e-mail request of agency.
done with NWMW/NR. CF to NWMW, NR, NW/AR.*

The Simplified Acquisition Threshold, as of Dec 2005, is \$100,000

~~**10-20 FORMAL CONTRACT ACTIONS.** Relates to procurement transactions exceeding the Simplified Acquisition Threshold or construction contract greater than \$2,000. Contract case files, including signed original justification and approvals, determination and findings, copies of supporting documents and data, and other records or documents pertaining to contract.
NOTE: Disposition of Contract actions as a result of Hurricane Katrina should **NOT** be destroyed and retained in File Section 40-19 (Permanent).~~

Disposition:

GRS 3, Item 3 a

COFF: end of FY

TRANSFER: to RHA after 1 year

DEST: 6 years and 3 months after COFF

*Covered by
GRS*

10-21 Reserved.

10-22 CANCELLED SOLICITATIONS.

a. Formal solicitations of offers to provide products or services (e.g., Invitation for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation and evidence of the cancellation.

Disposition:

GRS 3, Item 5c

COFF:

TRANSFER:

DEST: 5 years after date of cancellation

b. Unopened bids/proposals.
Return to bidder.

~~**10-25 VENDOR FILES.** Forms such as SF 129, and miscellaneous material indicating supplies and services offered by each vendor. Files shall contain documents relating to (1) no specific~~

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~~contract, (2) more than one contract, or (3) the contractor in a general way, (e.g., contractor's management systems, past performance, or capabilities).~~

Disposition:

N1-506-02-1

DEST: when individual documents are superseded by a new record, or when no longer needed for current operations.

10-26 SMALL BUSINESS ADMINISTRATION. Documents relating to the internal operation and administration of the small business program.

Disposition:

GRS 3, Item 17

COFF: after 1 year

DEST: After 3 years

*Covered by
GRS*

10-26a SMALL BUSINESS INFORMATION. Documents relating to communications or discussions which provide small business concerns with information about DeCA requirements for suppliers on bidder lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement needs, and other matters concerning the participation of small business concerns in the military procurement program.

Disposition:

GRS 3, Item 17

COFF: after 1 year

DEST: After 3 years

10-26b COMPETENCY CERTIFICATES. Documents relating to the issuance of withdrawal of certificates of the competency of small business concerns as to their capacity and credit standing furnished to contract officers. Included are copies of the certificates, communications concerning the capacity and credit of specific and small business concerns and similar documents.

Disposition:

Unscheduled

COFF: after 1 year

DEST: After 3 years

10-26c SMALL BUSINESS PROJECTS AND REPORTS. Documents relating to participation in special projects as directed by DoD and documents relating to special reports required by congressional interest, other Government agencies and DoD.

Disposition:

Unscheduled

COFF: after 1 year

DEST: After 3 years

10-26d SMALL BUSINESS SUBCONTRACTING PROGRAM. Documents relating to the ~~internal operation of the subcontracting program.~~

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Disposition:

GRS 3, Item 17

COFF: after 1 year

TRANSFER:

DEST: After 3 years

10-27 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

*covered
by
GRS*

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition:

DEST/delete: within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition:

DEST: when dissemination, revision, or updating is complete.