

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-525-12-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/1/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 200-01, 200-03, and 200-04 remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 200-02 was superseded by N1-525-13-001, item M400-01-A. This supersession is based on the fact that the N1-525-13-001 crosswalk claimed that its item M400-01-A superseded N1-525-12-002 items 301-2a2 and 301-2b2. There were no items 301-2a2 and 301-2b2 in N1-525-12-002, but that schedule's crosswalk showed N1-525-12-002 item 200-02 as superseding N1-525-95-001, items 301-2a2 and 301-2b2.

Item 200-05 was superseded by N1-525-13-001, item M400-05-A. This supersession is based on the fact that the N1-525-13-001 crosswalk claimed that item M400-05-A superseded N1-525-12-002 item 401-2a. There was no N1-525-12-002 item 401-2a, but N1-525-12-002's crosswalk showed N1-525-12-002 item 200-05 as superseding N1-525-95-001, item 401-2a.

Item 200-05 was also superseded by N1-525-13-001, item M400-04-B. This supersession is based on the fact that the N1-525-13-001 crosswalk claimed that item M400-05-A superseded N1-525-12-002 items 402-1a and 402-1b. These items did not exist in N1-525-12-002, but N1-525-12-002's crosswalk showed N1-525-95-001, items 402-1a and 402-1b superseded by N1-525-12-002 item 200-05.

N1-525-12-002, no item cited, was shown in the N1-525-13-001 crosswalk as superseded by N1-525-13-001, item M400-05-F. The subject matter of M400-05-F does not seem to be covered in any N1-525-12-

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002 item.

N.B. The N1-525-13-001 crosswalk showed its item M400-01-B superseding N1-525-12-002, items 302-1a and 302-1b. NRO records manual items 302-1a and 302-1b were omitted from N1-525-95-001 because they were already covered by the GRS. They were crosswalked to N1-525-12-002 bucket item 200-02, still with GRS items as their authority.

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Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1 From: (Agency or establishment)

National Reconnaissance Office (NRO)

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer

(b)(3)

5. Telephone (include area code)

Leave Blank (NARA Use Only)

Job Number

N1-525-12-2

Date Received

1-17-2012

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.

Date

Archivist of the United States

19 Dec 14 [Signature]

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 _____ 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 has been requested

Signature

(b)(3)

Title

(b)(3)

Date (mm/dd/yyyy)

1/11/2012

7. Item Number

Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

Bucket RCS 200 series - see attached.

200 BUDGET, FINANCE, CONTRACTS, AND PROCUREMENT

*For specific types of records included in these items, please see crosswalk.

***200-01 Budget Formulation, Policy, and Planning Files**

Disposition: Permanent. Cut off at close of activity or on an annual basis. Transfer to NARA 50 years after cutoff. Where feasible earlier transfers may be negotiated with NARA.

Description: Budget and contracts policy and planning files pertaining to policies and procedures governing budget formulation and administration (as well as budgetary aspects of NRO programs and operations); procedures and instructions which provide guidance and direction for all aspects of procurement activity throughout the NRO; budget estimates and justifications records; and final version of the Congressional Budget Justification Book (CBJB).

200-02 Budget and Procurement Reporting Files

Disposition: Temporary – 7 years

Description: Budget and procurement files whose retention is governed by date of file, correspondence files concerning internal operation and administration matters; periodic budget reports; budget apportionment and reapportionment schedules; expenditure accounting posting and control files; accountable officer's files; accounts files; general accounting ledgers; appropriation allotment files; small and disadvantaged business utilization files; administrative claims files; and files relating to waiver of claims of the U.S. against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency.

200-03 Budget and Procurement Working Files

Disposition: Temporary – superseded, obsolete, or no longer needed

Description: Budget and procurement working files, general information files, files used to create the files described elsewhere in this section, and copies of documents described in this section that are held in other offices as a reference, including, but not limited to lists of card files of acceptable bidders; general information files related to specific contractors; contractor's statement of contingent or other fees; and reference copies, working files, and copies of contracting and procurement records used for administrative purposes.

200-04 Real Property Acquisition and Bond Files

Disposition: Temporary – 15 years

Description: Records relating to the acquisition of real property, administrative claims files, and bond files, including, but not limited to title papers and other records documenting the acquisition of real property (*note: abstracts or certificates of title should be transferred to purchaser at this time*); accountable officers' administrative claims files for which the Government's right to collect was not extended; federal personnel surety bond files (including official copies of bond and attached power of attorney); and other bond files.

200-05 Contracts Settlement, Accounting, and Claims Files

UNCLASSIFIED

Last Revised: 22 May 2014

NRO RCS Buckets

Disposition: Temporary – 7 years

Description: Procurement and contracts files whose retention is governed by final payment, files retained for audits, settlement files, solicitation files, imprest files, and claims files not referenced in item 200-04, including, but not limited to administrative claims files affected by court order or that are subject to litigation proceedings and claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action; accountable officer's accounts files maintained in the NRO for site audit; disbursing office files; General Accounting Office (GAO) exceptions files; certificates of settlement files covering closed account settlements, supplemental settlements, final balance settlements and certificates covering period settlements; contractor's payroll files; designation and termination of Contracting Officers and Technical Representatives; contract audit case file documentation; procurement or purchase files for all transactions and construction contracts; obligation copies of routine procurement files; solicited and unsolicited bids and proposals; cancelled solicitation files; contract appeals case files arising under the Contracts Dispute Act; government furnished equipment and property accounting files filed separately from contract files or filed with contract; and accountable officer's imprest fund files.

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200 Series

New Retention Period	Retention Changing? (Y or N, # years)	NARA Authorized Number/GRS Number	New/Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Permanent	N	N1-525-95-1	200-01	301-1	(U) Budget Formulation.	(U) Budget Policy Files - Correspondence and subject files pertaining to policies and procedures governing budget formulation and administration as well as budgetary aspects of NRO programs and operations (ROM-Resource Oversight & Management Office)	(U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N; # of years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Permanent	N	N1-525-95-1	200-01	301-2-a-1	<p>(U) Budget Formulation.</p> <p>(U) <u>Budget Estimates and Justifications</u> - Records relating to the preparation and submission of annual NRO budget estimates and justifications. (Included are the Congressional Budget Justification Book (CBJB), estimates, justifications, budget guidance documents, submissions prepared by NRO program offices, and related schedules and data.)</p> <p>(U) <u>CBJB</u>.</p>	(U) Record Copy (ROM-Resource Oversight & Management Office)	(U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N; if #, # years)	NARA Authorized Number/GRS Number	New/Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Permanent	N	N1-525-95-1	200-01	301-2-b-1	<p>(U) <u>Budget Formulation.</u></p> <p>(U) <u>Budget Estimates and Justifications</u> - Records relating to the preparation and submission of annual NRO budget estimates and justifications. (Included are the Congressional Budget Justification Book (CJB), estimates, justifications, budget guidance documents, submissions prepared by NRO program offices, and related schedules and data.)</p> <p>(U) <u>Other Budget Estimate and Justification Files.</u></p>	(U) Office of record (ROM-Resource Oversight & Management Office)	(U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, # of years)	NARA Authorized Number/GRS Number	Now Bucket RGS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Permanent	N	N1-525-95-1	200-01	401-1-a	(U) Contracting and Procurement. (U) <u>Contracting Policy and Planning File</u> - Files documenting the procedures and instructions which provide guidance and direction for all aspects of procurement activity throughout the NRO.	(U) Office of record (Office of Contracts).	(U) Permanent. Review after 50 years for declassification and possible transfer to NARA. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N; # - # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. 7 years		N1-525-95-1	200-02	301-2-a-2	<p>(U) Budget Formulation.</p> <p>(U) <u>Budget Estimates and Justifications</u> - Records relating to the preparation and submission of annual NRO budget estimates and justifications. (Included are the Congressional Budget Justification Book (CJB), estimates, justifications, budget guidance documents, submissions prepared by NRO program offices, and related schedules and data.)</p> <p>(U) <u>CJB</u>.</p>	(U) Copies held by other offices. [Not the office of record]	(U) Temporary. Destroy when 5 years old. Earlier disposal is authorized if superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. 7 years	Y +2	N1-525-95-1	200-02	301-2-b-2	<p>(U) Budget Formulation.</p> <p>(U) <u>Budget Estimates and Justifications</u> - Records relating to the preparation and submission of annual NRO budget estimates and justifications. (Included are the Congressional Budget Justification Book (CJB), estimates, justifications, budget guidance documents, submissions prepared by NRO program offices, and related schedules and data.)</p> <p>(U) <u>Other Budget Estimate and Justification Files.</u></p>	(U) Other offices. [Not the office of record]	(U) Temporary. Destroy when 5 years old. Earlier disposal is authorized if superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary. 7 years	Y +2	GRS 5 Item 3-a	200-02	302-1-a	<p>(U) Budget Execution.</p> <p>(U) <u>Budget Reports Files</u> - Periodic reports on the status of appropriation accounts and apportionment.</p>	(U) Annual report.	(U) Temporary. Destroy when 5 years old. (Authorized GRS 5 Item 3-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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How Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New/Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. 7 years	Y +4	GRS 5 Item 3-b	200-02	302-1-b	(U) Budget Execution. (U) Budget Reports Files - Periodic reports on the status of appropriation accounts and apportionment.	(U) All other reports.	(U) Temporary. Destroy 3 years after the end of the fiscal year. (Authorized GRS 5 Item 3-b.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary. 7 years	Y +5	GRS 5 Item 4	200-02	302-2	(U) Budget Execution.	(U) Budget Apportionment Files - Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.	(U) Temporary. Destroy 2 years after the close of the fiscal year. (Authorized GRS 5 Item 4.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary. 7 years	Y +9 months	GRS 6 Item 10-a	200-02	303-10-a	(U) Accountable Officer's Files. (U) Administrative Claims Files.	(U) Records relating to claims against the U.S. for moneys which have been administratively (1) disallowed in full or (2) allowed in full or in part, and to final payment of the amount awarded. (Exclude claims covered by sub item c below.)	(U) Temporary. Destroy when 6 years and 3 months old. (Authorized GRS 6 Item 10-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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How Retention Period	Retention Changing? (Y or N, # of years)	NARA Authorized Number/GRS Number	How Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y +9 months	GRS 6 Item 10-b-1	200-02	303-10-b-1	<p>(U) Accountable Officer's Files.</p> <p>(U) <u>Administrative Claims Files.</u></p> <p>(U) Claims by the U.S. subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the U.S. and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II). (Exclude claims covered under sub item c below.)</p>	(U) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103.	(U) Temporary. Destroy when 6 years and 3 months old. (Authorized GRS 6 Item 10-b-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y +9 months	GRS 6 Item 10-b-3	200-02	303-10-b-3	<p>(U) Accountable Officer's Files.</p> <p>(U) <u>Administrative Claims Files.</u></p> <p>(U) Claims by the U.S. subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the U.S. and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II). (Exclude claims covered under sub item c below.)</p>	(U) Claims which the agency administratively determines are not owed to the U.S. after collection action was initiated.	(U) Temporary. Destroy when 6 years and 3 months old. (Authorized GRS 6 Item 10-b-3.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N) (4-2 years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y +9 months	GRS 6 Item 11-a	200-02	303-11-a	<p>(U) Accountable Officer's Files.</p> <p>(U) Waiver of Claims Files - Records relating to waiver of claims of the U.S. against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard. (Including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.)</p>	(U) Approved waivers (agencies may approve amounts not aggregating to more than \$500 or GAO may approve any amount).	(U) Temporary. Destroy 6 years and 3 months after the close of the fiscal year in which the waiver was approved. (Authorized GRS 6 Item 11-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N) (if 2 years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y +9 months	GRS 6 Item 11-b	200-02	303-11-b	<p>(U) Accountable Officer's Files.</p> <p>(U) Waiver of Claims Files - Records relating to waiver of claims of the U.S. against a person arising out of an erroneous payment of pay allowances, travel expenses, or relocation expenses to an employee of an agency or a member or former member of the uniformed services or the National Guard. (Including bills of collection, requests for waiver of claim, investigative reports, decisions by agency and/or GAO approving or denying the waiver, and related records.)</p>	(U) Denied waivers.	(U) Temporary. Destroy with related claims files in accordance with items 303-10-b and 303-10-c of this schedule. (Authorized GRS 6 Item 11-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: 7 years	Y +6	GRS 6 Item 1-b	200-02	303-2-b	(U) <u>Accountable Officer's Files.</u> (U) <u>Accounts Files.</u>	(U) Memorandum copies of accountable officers' returns. (Including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule.) (Exclude freight records covered by Series 1300.)	(U) Temporary. Destroy when 1 year old. (Authorized GRS 6 Item 1-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the FY.
Temporary: 7 years	Y +4	GRS 6 Item 4	200-02	303-6	(U) <u>Accountable Officer's Files.</u>	(U) <u>General Fund Files</u> - Records relating to availability, collection, custody, and deposit of funds. (Including appropriation warrants and certificates of deposit, other than those records covered by Item 303-1 of this schedule.)	(U) Temporary. Destroy when 3 years old. (Authorized GRS 6 Item 4.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y +4	GRS 6 Item 7	200-02	303-8	(U) Accountable Officer's Files.	(U) Gasoline Sales Tickets - Records relating to availability, collection, custody, and deposit of funds. (Including appropriation warrants and certificates of deposit, other than those records covered by Item 303-1 of this schedule.)	(U) Temporary. Destroy when 3 years old. (Authorized GRS 6 Item 7.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: 7 years	Y +4	GRS 6 Item 8	200-02	303-9	(U) Accountable Officer's Files.	(U) Telephone Toll Tickets - Records relating to availability, collection, custody, and deposit of funds. (Including appropriation warrants and certificates of deposit, other than those records covered by Item 303-1 of this schedule.)	(U) Temporary. Destroy when 3 years old. (Authorized GRS 6 Item 8.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: 7 years	Y +9 months	GRS 7 Item 2	200-02	304-2	(U) Expenditure Accounting.	(U) General Accounting Ledgers - General account ledgers, showing debit and credit entries and reflecting expenditures in summary.	(U) Temporary. Destroy 6 years and 3 months after the close of the fiscal year involved. (Authorized GRS 7 Item 2.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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Now Retention Period	Retention Changing? (Y or N; +/- # years)	NARA Authorized Number/GRS Number	Now Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y +9 months	GRS 7 Item 3	200-02	304-3	(U) Expenditure Accounting.	(U) Appropriation Allotment Files - Allotment records showing status of obligations and allotments under each authorized appropriation.	(U) Temporary. Destroy 6 years and 3 months after the close of the fiscal year involved. (Authorized GRS 7 Item 3.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: 7 years	Y +4	GRS 7 Item 4-a	200-02	304-4-a	(U) Expenditure Accounting. (U) <u>Expenditure Accounting Posting and Control Files</u> - Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule.	(U) Original records.	(U) Temporary. Destroy when 3 years old. (Authorized GRS 7 Item 4-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: 7 years	Y +5	GRS 7 Item 4-b	200-02	304-4-b	(U) Expenditure Accounting. (U) <u>Expenditure Accounting Posting and Control Files</u> - Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule.	(U) Copies. [Not the office of record]	(U) Temporary. Destroy when 2 years old. (Authorized GRS 7 Item 4-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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Now Retention Period	Retention Changing? (Y or N; if Y, # years)	NARA Authorized Number/GRS Number	New/Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y +4	GRS 3 Item 17	200-02	401-12	(U) <u>Contracting and Procurement.</u> (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u>	(U) <u>Small and Disadvantaged Business Utilization Files</u> - Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.	(U) Temporary. Destroy when 3 years old. (Authorized GRS 3 Item 17.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: 7 years	Y +5	GRS 3 Item 2	200-02	401-7-1	(U) <u>Contracting and Procurement.</u> (U) <u>Contract Files</u> - Contract documentation such as that described in Federal Acquisition Regulation (FAR) Part 4.803, except where otherwise specifically addressed herein. The disposition of these records is specified by FAR Part 4.805 and GRS 3.	(U) <u>General Correspondence Files</u> - Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	(U) Temporary. Destroy when 2 years old. (Authorized GRS 3 Item 2.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: 7 years	Y	N1-525-95-1	200-02	304-1	(U) Expenditure Accounting.	(U) <u>Electronic Program Accounting Systems</u> - Automated systems used to track expenditures on National Reconnaissance Programs. (Including payments made to contractors.)	(U) Disposition not approved.	(U) N/A	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	N1-525-95-1	200-03	301-3	(U) Budget Formulation.	(U) <u>Budget Working Files</u> - Working papers accumulated in offices responsible for preparing budget estimates. (Included are cost statements, raw data, computer-generated reports on expenditures, and other records used to prepare budget estimates and justifications.)	(U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the FY.
Temporary: superseded, obsolete, or no longer needed	N	GRS 3 Item 16	200-03	401-11	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u>	(U) <u>Contractor's Statement of Contingent or Other Fees</u> - SF 119, Contractor's Statement of Contingent or other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	(U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized GRS 3 Item 16.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, #1- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary, superseded, obsolete, or no longer needed	N	N1-525-95-1	200-03	401-1-b	(U) Contracting and Procurement. (U) <u>Contracting Policy and Planning File</u> - Files documenting the procedures and instructions which provide guidance and direction for all aspects of procurement activity throughout the NRO.	(U) Other offices. [Not the office of record]	(U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary, superseded, obsolete, or no longer needed	N	N1-525-95-1	200-03	401-5	(U) Contracting and Procurement.	(U) <u>Contractor General Information Files</u> - Documents relating to specific contractors that contain such information as the contractor's management systems, past performance, or capabilities, etc., when filed separately from contract case files.	(U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, # years)	NARA Authorized Number/GRS Number	New Bucket RGS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 3 Item 3-c	200-03	401-7-2-d	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Contract Files</u> - Contract documentation such as that described in Federal Acquisition Regulation (FAR) Part 4.803, except where otherwise specifically addressed herein. The disposition of these records is specified by FAR Part 4.805 and GRS 3.</p> <p>(U) <u>Routine Procurement Files</u> - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p>	(U) Other copies of records described above used by component elements of a procurement office for administrative purposes. [Not the office of record]	(U) Temporary. Destroy upon termination or completion. (Authorized GRS 3 Item 3-c.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	GRS 3 Item 5-d	200-03	401-8-d	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u>	(U) List of card files of acceptable bidders.	(U) Temporary. Destroy when superseded or obsolete. (Authorized GRS 3 Item 5-d.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: superseded, obsolete, or no longer needed	N	N1-525-95-1	200-03	402-1-c	(U) Property Accounting, Inventory Control, and Supply Records. (U) <u>Government Furnished Equipment and Property Accounting Files</u> - Audit and accounting records for government equipment, property, and supplies furnished to contractors.	(U) All others. [Not the office of record]	(U) Temporary. Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N; if Y, # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: superseded, obsolete, or no longer needed	N	N1-525-02-1	200-03	402-1-d	(U) Property Accounting, Inventory Control, and Supply Records. (U) <u>Government Furnished Equipment and Property Accounting Files</u> - Audit and accounting records for government equipment, property, and supplies furnished to contractors.	(U) Electronic mail and word processing records used to generate records covered by items a, b, and c.	(U) Temporary. Destroy/delete within 180 days after the record copy has been produced. (Authorized N1-525-02-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N; +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 15 years	Y +4 years, 9 months	GRS 6 Item 10-b-2-a	200-04	303-10-b-2-a	<p>(U) Accountable Officer's Files.</p> <p>(U) <u>Administrative Claims Files.</u></p> <p>(U) Claims by the U.S. subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the U.S. and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II). (Exclude claims covered under sub item c below.)</p> <p>(U) Claims for which collection action has been terminated under 4 CFR Part 104.</p>	(U) Claims for which the Government's right to collect was not extended.	(U) Temporary. Destroy 10 years and 3 months after the year in which the Government's right to collect first accrued. (Authorized GRS 6 Item 10-b-2-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary: Event: 15 years	N	GRS 6 Item 6-a	200-04	303-7-a	(U) <u>Accountable Officer's Files.</u> (U) <u>Federal Personnel Surety Bond Files.</u>	(U) Officials copies of bond and attached powers of attorney.	(U) Temporary. Destroy 15 years after end of bond premium period. (Authorized GRS 6 Item 6-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: Event: 15 years	Y +15	GRS 6 Item 6-b	200-04	303-7-b	(U) <u>Accountable Officer's Files.</u> (U) <u>Federal Personnel Surety Bond Files.</u>	(U) Other bond files.	(U) Temporary. Destroy when bond becomes inactive or after the end of bond premium period. (Authorized GRS 6 Item 6-b.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N; +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 15 years	Y +5 years	N1-525-95-1	200-04	401-13	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u>	(U) <u>Real Property Files</u> - Title papers and other records documenting the acquisition of real property.	(U) Temporary. Destroy all records except abstracts or certificates of title 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. Transfer abstracts or certificates of title to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N, # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +7 years	N1-525-95-1	200-05	303-1	(U) Accountable Officer's Files.	(U) Imprest Fund Files - Monthly accounting records, letters of instruction authorizing expenditures, and other supporting documentation on money assigned for small housekeeping expenditures.	(U) Temporary. Destroy after audit. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N), +/- # (years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +6 years, 9 months	GRS 6 Item 10-b-2-b	200-05	303-10-b-2-b	<p>(U) Accountable Officer's Files.</p> <p>(U) <u>Administrative Claims Files.</u></p> <p>(U) Claims by the U.S. subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the U.S. and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II). (Exclude claims covered under sub item c below.)</p> <p>(U) Claims for which collection action has been terminated under 4 CFR Part 104.</p>	(U) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.	(U) Temporary. Destroy 3 months after the end of the extended period. (Authorized GRS 6 Item 10-b-2-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +9 months	GRS 6 Item 10-c	200-05	303-10-c	<p>(U) Accountable Officer's Files.</p> <p>(U) <u>Administrative Claims Files.</u></p> <p>(U) Claims by the U.S. subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1). Records relating to claims for money or property which were administratively determined to be due and owing to the U.S. and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II). (Exclude claims covered under sub item c below.)</p>	(U) Claims files that are affected by a court order or that are subject to litigation proceedings.	(U) Temporary. Destroy when the court order is lifted, litigation is concluded, or when 6 years and 3 months old, which ever is later. (Authorized GRS 6 Item 10-c.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, # of years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +9 months	GRS 6 Item 1-a	200-05	303-2-a	(U) Accountable Officer's Files. (U) <u>Accounts Files.</u>	(U) Original or ribbon copy accountable officers' accounts maintained in the NRO for site audit, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of commercial passenger transportation and freight records and payroll records. Under an integrated accounting system approved by General Accounting Office (GAO), certain required documents, supporting vouchers, and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operations. Site audit records include, but are not limited to, the Standard and Optional Forms normally used for this function. Also included are equivalent customized forms, which document the basic financial transactions as described above.	(U) Temporary. Destroy 6 years and 3 months after period covered by action. (Authorized GRS 6 Item 1-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N) +/- # (years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. Event: 7 years	Y +9 months	N1-525-95-1	200-05	303-3	(U) Accountable Officer's Files.	(U) <u>Disbursing Office Files</u> - Cash blotters, receipts, transfer of funds, and other original supporting documents on disbursing office accountable funds.	(U) Temporary. Destroy 6 years and 3 months after audit. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary. Event: 7 years	Y +6 years	GRS 6 Item 2	200-05	303-4	(U) Accountable Officer's Files.	(U) <u>General Accounting Office (GAO) Exceptions Files</u> - GAO notices of exceptions, such as SF 1100, formal or informal, and related correspondence.	(U) Temporary. Destroy 1 year after exception has been reported as cleared by GAO. (Authorized GRS 6 Item 2.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the FY.
Temporary. Event: 7 years	Y +5 years	GRS 6 Item 3-a	200-05	303-5-a	(U) Accountable Officer's Files. (U) <u>Certificates of Settlement Files</u> - Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.	(U) Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	(U) Temporary. Destroy 2 years after date of settlement. (Authorized GRS 6 Item 3-a.)	(U) Hold in current file area 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N; if # years)	NARA Authorized Number/GRS Number	New Bucket RGS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	?	GRS 6 Item 3-b	200-05	303-5-b	(U) Accountable Officer's Files. (U) <u>Certificates of Settlement Files</u> - Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.	(U) Certificates covering period settlements.	(U) Temporary. Destroy when subsequent certificate of settlement is received. (Authorized GRS 6 Item 3-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary Event: 7 years	Y +4 years	GRS 3 Item 11	200-05	401-10	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files</u> .	(U) <u>Contractors' Payroll Files</u> - Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	(U) Temporary. Destroy 3 years after date of completion of contract unless contract performance is subject to enforcement action on such date. (Authorized GRS 3 Item 11.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N, # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. Event: 7 years	Y +4 years	N1-525-95-1	200-05	401-2-a	(U) Contracting and Procurement. (U) <u>Designation and Termination of Contracting Officers and Technical Representatives</u> - Requests for designation or termination; statement of qualifications; and designation or termination and acknowledgement of receipt thereof.	(U) Designating offices.	(U) Temporary. Destroy 3 years after termination of appointment. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary. Event: 7 years	Y +6 years	N1-525-95-1	200-05	401-2-b	(U) Contracting and Procurement. (U) <u>Designation and Termination of Contracting Officers and Technical Representatives</u> - Requests for designation or termination; statement of qualifications; and designation or termination and acknowledgement of receipt thereof.	(U) Requesting offices.	(U) Temporary. Destroy 1 year after termination of appointment. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, # of years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y+9 months	N1-525-95-1	200-05	401-6	(U) Contracting and Procurement.	(U) Contract Audit Files - Contract audit case file documentation such as that described in Defense Contract Audit Agency Manual (DCAAM) 5015.1, CH 9, File Series 800. (Included are records relating to the audit and review of costs which have been incurred or the appraisal of the contractor's operations and procedures which either contribute to, or have an impact on, costs charged to or expected to be charged to a specific Government contract, e.g., performance and financial controls, materials, services, labor, indirect expenses, other reviews, all inclusive audits, special audits, and negotiation memoranda.)	(U) Temporary. Destroy 6 years and 3 months after final settlement of claims and final audit action on the related contract. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N; +/- # years)	NARA Authorized Number/GRS Number	New Bucket RGS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +9 months	GRS 3 Item 3-a-1-a	200-05	401-7-2-a-1	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Contract Files</u> - Contract documentation such as that described in Federal Acquisition Regulation (FAR) Part 4.803, except where otherwise specifically addressed herein. The disposition of these records is specified by FAR Part 4.805 and GRS 3.</p> <p>(U) <u>Routine Procurement Files</u> Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p>(U) <u>Procurement or purchase organization, and related papers, Transaction dated on or after July 3, 1995.</u></p>	(U) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.	(U) Temporary. Destroy 6 years and 3 months after final payment. (Authorized GRS 3 Item 3-a-1-a.)	(U) Hold in current file area until final payment before transferring files to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +4 years	GRS 3 Item 3-a-1-b	200-05	401-7-2-a-2	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Contract Files</u> - Contract documentation such as that described in Federal Acquisition Regulation (FAR) Part 4.803, except where otherwise specifically addressed herein. The disposition of these records is specified by FAR Part 4.805 and GRS 3.</p> <p>(U) <u>Routine Procurement Files</u> - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p>(U) <u>Procurement or purchase organization, and related papers. Transaction dated on or after July 3, 1995.</u></p>	(U) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.	(U) Temporary. Destroy 3 years after final payment. (Authorized GRS 3 Item 3-a-1-b.)	(U) Hold in current file area until final payment before transferring files to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, # - # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +9 months	GRS 3 Item 3-a-2-a	200-05	401-7-2-b-1	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Contract Files</u> - Contract documentation such as that described in Federal Acquisition Regulation (FAR) Part 4.803, except where otherwise specifically addressed herein. The disposition of these records is specified by FAR Part 4.805 and GRS 3.</p> <p>(U) <u>Routine Procurement Files</u> - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p>(U) Procurement or purchase organization, and related papers. Transaction dated earlier than July 3, 1995.</p>	(U) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	(U) Temporary. Destroy 6 years and 3 months after final payment. (Authorized GRS 3 Item 3-a-2-a.)	(U) Hold in current file area until final payment before transferring files to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N; +/- # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +4 years	GRS 3 Item 3-a-2-b	200-05	401-7-2-b-2	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Contract Files</u> - Contract documentation such as that described in Federal Acquisition Regulation (FAR) Part 4.803, except where otherwise specifically addressed herein. The disposition of these records is specified by FAR Part 4.805 and GRS 3.</p> <p>(U) <u>Routine Procurement Files</u> - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p>(U) Procurement or purchase organization, and related papers. Transaction dated earlier than July 3, 1995.</p>	(U) Transactions that utilize small purchase procedure and all construction contracts under \$2,000.	(U) Temporary. Destroy 3 years after final payment. (Authorized GRS 3 Item 3-a-2-b.)	(U) Hold in current file area until final payment before transferring files to the Records Center.	(U) Cutoff files at the end of the FY.

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New Retention Period	Retention Changing? (Y or N, if > 6 years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary Event: 7 years	?	GRS 3 Item 3-b	200-05	401-7-2-c	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Contract Files</u> - Contract documentation such as that described in Federal Acquisition Regulation (FAR) Part 4.803, except where otherwise specifically addressed herein. The disposition of these records is specified by FAR Part 4.805 and GRS 3.</p> <p>(U) <u>Routine Procurement Files</u> - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p>	(U) Obligation copy.	(U) Temporary. Destroy when funds are obligated. (Authorized GRS 3 Item 3-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	Now Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Event: 7 years	Y +9 months	GRS 3 Item 5-a	200-05	401-8-a	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u>	(U) Successful bids and proposals.	(U) Temporary. Destroy with related contract case files 6 years and 3 months after final payment (Authorized GRS 3 Item 5-a.)	(U) Hold in current file area until final payment before transferring files to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: Event: 7 years	Y +5 years	GRS 3 Item 5-b-1	200-05	401-8-b-1	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u> (U) <u>Solicited and unsolicited unsuccessful bids and proposals.</u>	(U) Relating to small purchases as defined in Federal Acquisition Regulation, 48 CFR Part 13.	(U) Temporary. Review every 2 years until final payment is made. Destroy one year after date of award or final payment, whichever is later. (Authorized GRS 3 Item 5-b-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, # of years)	NARA Authorized Number/GRS Number	New Bucket RGS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. Event: 7 years	Y +5 years	GRS 3 Item 5-b-2-a	200-05	401-8-b-2-a	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Solicited and Unsolicited Bids and Proposals Files.</u></p> <p>(U) <u>Solicited and unsolicited unsuccessful bids and proposals.</u></p> <p>(U) Relating to transactions above the small purchase limitations in 48 CFR Part 13.</p>	(U) When filed separately from contract file.	(U) Temporary. Review every 2 years until contract completed. Destroy when related contract is completed. (Authorized GRS 3 item 5-b-2-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary. Event: 7 years	Y +9 months	GRS 3 Item 5-b-2-b	200-05	401-8-b-2-b	<p>(U) Contracting and Procurement.</p> <p>(U) <u>Solicited and Unsolicited Bids and Proposals Files.</u></p> <p>(U) <u>Solicited and unsolicited unsuccessful bids and proposals.</u></p> <p>(U) Relating to transactions above the small purchase limitations in 48 CFR Part 13.</p>	(U) When filed with contract case files.	(U) Temporary. Destroy with related contract case file 6 years and 3 months after final payment. (Authorized GRS 3 item 5-b-2-b.)	(U) Hold in current file area until final payment before transferring files to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N; # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. Event: 7 years	Y +2 years	GRS 3 Item 5-c-1	200-05	401-8-c-1	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u> (U) <u>Canceled Solicitation Files.</u>	(U) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Request for Proposals, Request for Quotations) which were canceled prior to award of a contract. The files include pre-solicitation 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.	(U) Temporary. Destroy 5 years after date of cancellation. (Authorized GRS 3 Item 5-c-1.)	(U) Hold in current file area until cancelled before transferring files to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary. Event: 7 years	?	GRS 3 Item 5-c-2	200-05	401-8-c-2	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u> (U) <u>Canceled Solicitation Files.</u>	(U) Unopened Bids.	(U) Temporary. Return to bidder. (Authorized GRS 3 Item 5-c-2.)	(U) These files cannot be retired to the Records Center.	(U) N/A

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New Retention Period	Retention Changing? (Y or N, +/- # years)	NARA Authorized Number/GRS Number	How Bucket RGS	(U) Current Item Number	(U) Readings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retention Instructions	(U) Current Cutoff
Temporary. Event: 7 years	Y +6 years	GRS 3 Item 15-b	200-05	401-9	(U) Contracting and Procurement. (U) <u>Solicited and Unsolicited Bids and Proposals Files.</u>	(U) <u>Contract Appeals Case Files</u> - Contract appeals case files arising under the Contract Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.	(U) Temporary. Destroy 1 year after final action on decision. (Authorized GRS 3 Item 15-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary. Event: 7 years	Y +9 months	N1-525-02-1	200-05	402-1-a	(U) Property Accounting, Inventory Control, and Supply Records. (U) <u>Government Furnished Equipment and Property Accounting Files</u> - Audit and accounting records for government equipment, property, and supplies furnished to contractors.	(U) Recordkeeping copies when filed separate from contract file.	(U) Temporary. Destroy 6 years 3 months after related contract is terminated. (Authorized N1-525-02-1.)	(U) Hold in current file area 1 year before transferring files to the Records Center.	(U) Cutoff files at the end of the CY.

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New Retention Period	Retention Changing? (Y or N, if # years)	NARA Authorized Number/GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary Event: 7 years	Y +9 months	N1-525-02-1	200-05	402-1-b	(U) Property Accounting, Inventory Control, and Supply Records. (U) <u>Government Furnished Equipment and Property Accounting Files</u> - Audit and accounting records for government equipment, property, and supplies furnished to contractors.	(U) When filed with contract files.	(U) Temporary. Destroy 6 years 3 months after final settlement of claims and final audit action on the related contract. (Refer to Item 401-6.) (Authorized N1-525-02-1.)	(U) Hold in current file area for 1 year before transferring files to the Records Center.	(U) Cutoff files at the end of the CY.

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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Reconnaissance Office ." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

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