

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

41 Items
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

AFU

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DATE RECEIVED JUL 16 1976	JOB NO. NC1-AFU-76-52
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 "with-drawn" in column 10.	
<i>8-13-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

- FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE
- MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION
- MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION
- NAME OF PERSON WITH WHOM TO CONFER
Preston B. Speed
- TEL. EXT.
756-2384
- CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

14 JUL 1976
Date
Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">INDIVIDUAL PROCUREMENT CASE FILES (Table 70-1) (Applicable Air Force-Wide)</p> <p>The purpose of this submission is to revise disposition criteria for individual procurement case files to reflect the changes announced in GAO's memorandum of January 27, 1976.</p> <p>Other changes include the deletion of Table 70-1, Rule 4, which is no longer required, and collateral changes in Rule 5.</p> <p>We are submitting our proposed revision concurrently to GAO.</p>	<p>NN 170-33</p>	

8/12/76. Changes with approval of P. Speed
Copy to Agency + NCW 8-17-76

TABLE 70-1

PROCUREMENT ACTION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	individual procurement case files (paying office contract files are covered on table 177-18)	record sets of contracts, purchase orders, and other contractual instruments, all supporting data and information documenting the negotiation, administration, completion, and payment of individual procurement transactions (note 1)	copies of transactions for \$10,000 or less, except utility contracts	destroy 3 years after contract is closed as provided in Part 5, ASPR Sup. 2. (Exception: Identify those containing determinations and findings other than 10 U.S.C. 2304a (3) & (6); retain for 6 years per ASPR 3-308.)
2			copies of transactions over \$10,000, except utility contracts **	destroy 6 years ^{+ 3 months} after contract is closed, as provided in Part 5, ASPR Sup. 2.
2.1			600 copies originals of contracts created prior to 2 July 1975	destroy 10 years, 3 months after close of contract.
2.2			originals of contracts created delete after 2 July 1975	destroy 6 years, 3 months after delete of contract.
3			(no change)	(no change)
4			(delete)	(delete)
5			outstanding exceptions/ unsettled claims by or against the U.S., incomplete investigations, cases under litigation, or requests by the Comptroller General of the U.S.	retain until clearance/ litigation is obtained/ settled; destroy if retention periods in rules 1 through 3 have expired.

*** On transactions after July 25, 1974 (GRS 3/4)*