

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<b>NCI-AFU-81-29</b>	
DATE RECEIVED	
<b>February 2, 1981</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-17-81 <i>Date</i>	<i>Herbert G. Geiger</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION  
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. D. F. Shuell

5. TEL EXT

694-3527

6. 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>26 JAN 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><b>CONTRACT PERFORMANCE RECORDS</b> (Table 70-5) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to develop and improve procedures and guidance on service contracts. The documentation includes: records on the development and implementation of standard solicitations and contract formats, preaward survey guides and related materials. The disposition criteria reflected in the attached decision logic table will satisfy this requirement.</p> <p>The proposed rules have been coordinated with the General Accounting Office. A copy of their letter is attached.</p>	<del>NCI-AFU-81-29</del>	<b>2 items</b>

*Copy sent to NN M, 3/25/81 D.W.  
Closed Out: 3-25-81: K.T.J. Copy to Agency*

TABLE 70-5

## CONTRACT PERFORMANCE DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
* 34	service contract standardization and improvement (including COPARS/COCESS)	documents on the development of standard solicitations and contract formats, TRCO checklists and guidance, pre-award survey guides and checklists, specifications, etc.	at HQ USAF and USAF- designated OPRs	destroy when a revised format is issued, or when no longer needed for reference, whichever is later,
* 35			at implementing offices	destroy with related contract.
<p>Abbreviations: (COPARS) Contractor Operated Parts Stores  (COCESS) Contractor Operated Civil Engineering Supply Stores  (TRCO) Technical Representative of the Contracting Officer</p>				