

## Request for Records Disposition Authority

Records Schedule Number DAA-0015-2021-0001

Schedule Status Approved

Agency or Establishment Department of Veterans Affairs

Record Group / Scheduling Group Records of the Department of Veterans Affairs

Records Schedule applies to Major Subdivision

Major Subdivision VA Office of Acquisition, Logistics, and Construction (003)

Minor Subdivision Office of Acquisition and Logistics (003A)

Schedule Subject Contracting Officer Appointment File (Warrant)

Internal agency concurrences will be provided No

Background Information Maintains contracting officer warrants and supporting documents in accordance with Federal Acquisition Regulation 1.603, 1.603-1, Veterans Affairs Acquisition Regulation 801.603, 801.670, 801.690 and 41 U.S. Code Section 1702(b)(3)(G). These records allow the contracting officer to enter into, administrate, or terminate contracts and make related determinations and findings on behalf of the Department.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0015-2021-0001

Sequence Number	
1	Contracting Officer Appointment Files (Warrant) Disposition Authority Number: DAA-0015-2021-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1019 415"><b>Contracting Officer Appointment Files (Warrant)</b></p> <p data-bbox="345 432 1151 468">Disposition Authority Number      <b>DAA-0015-2021-0001-0001</b></p> <p data-bbox="345 489 1500 678">Includes the completed Request for Appointment, documentation that supports specific level of Federal Acquisition Certification, including justification for the warrant, the certificate of appointment, evidence acquisition training and other documents collected regarding the contracting officer selection, appointment, and termination, rescission, or supersession.</p> <p data-bbox="345 695 919 730">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 747 850 783">Item Status                              <b>Active</b></p> <p data-bbox="345 800 818 835">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 852 818 982">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="345 999 818 1087">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="345 1129 659 1165"><b>Disposition Instruction</b></p> <p data-bbox="345 1188 1295 1224">Cutoff Instruction                      <b>Cut off at Termination of Appointment</b></p> <p data-bbox="345 1241 1395 1318">Retention Period                      <b>Retain in the respective files for 6 years after termination of appointment</b></p> <p data-bbox="345 1352 656 1388"><b>Additional Information</b></p> <p data-bbox="345 1409 951 1444">GAO Approval                          <b>Not Required</b></p>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
10/08/2020	Certify	Martin Hill	Program Analyst	Office of Information and Technology - Enterprise Records Service
04/28/2021	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/07/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist