

## Request for Records Disposition Authority

Records Schedule Number      **DAA-GRS-2016-0001**

Schedule Status                      **Modified Approved Version**

Agency or Establishment              **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group      **General Records Schedules**

Records Schedule applies to              **Government-wide**

Schedule Subject                      **Additions to General Records Schedule 1.1: Financial Management and Reporting Records**

Internal agency concurrences will be provided      **No**

### Background Information

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>

### GAO Approval

**0001, 0002, 0003**

## Outline of Records Schedule Items for DAA-GRS-2016-0001

Sequence Number	
1	Bids and proposals neither solicited nor accepted. Disposition Authority Number: DAA-GRS-2016-0001-0001
2	Data submitted to the Federal Procurement Data System (FPDS). Disposition Authority Number: DAA-GRS-2016-0001-0002
3	Contract appeals case files. Disposition Authority Number: DAA-GRS-2016-0001-0003
4	Vendor and bidder information.
4.1	Records of suspensions and debarments for violation of the Drug-Free Workplace Act. Disposition Authority Number: DAA-GRS-2016-0001-0004
4.2	Records of all other suspensions and debarments and all approved vendors and bidders. Disposition Authority Number: DAA-GRS-2016-0001-0005

## Records Schedule Items

Sequence Number					
1	<p><b>Bids and proposals neither solicited nor accepted.</b></p> <p>Disposition Authority Number      <b>DAA-GRS-2016-0001-0001</b></p> <p><b>Bids and proposals that are both unsolicited and are the subject of no further agency action.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td><b>GRS 1.1, item 012</b></td><td></td></tr></tbody></table> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy when no longer required for business use.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Required and Received</b></p>	Manual Citation	Manual Title	<b>GRS 1.1, item 012</b>	
Manual Citation	Manual Title				
<b>GRS 1.1, item 012</b>					
2	<p><b>Data submitted to the Federal Procurement Data System (FPDS).</b></p> <p>Disposition Authority Number      <b>DAA-GRS-2016-0001-0002</b></p> <p><b>Electronic data file maintained by fiscal year, containing unclassified records of procurement information the agency transfers to the FPDS. Exclusion: This item does not cover data contained in the Federal Procurement Data System, which is scheduled by GSA.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Inactive</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation              <b>Applies to electronic records only.</b></p> <p>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>				

Do any of the records covered  
by this item exist as structured  
electronic data? **Yes**

Manual Citation	Manual Title
<b>GRS 1.1, item 013</b>	

GRS or Superseded Authority  
Citation **DAA-GRS-2013-0003-0001, bullet "data submitted to  
the Federal Procurement Data System (FPDS)" only.  
DAA-GRS-2013-0003-0002, bullet "data submitted to  
the Federal Procurement Data System (FPDS)" only.**

Inactive Status Explanation **Item marked inactive on Oct 16, 2019. It has been  
determined that these records no longer exist  
because agencies enter data directly into FPDS.**

**Disposition Instruction**

Retention Period **Destroy or delete when 6 years old, but longer  
retention is authorized if required for business use.**

**Additional Information**

GAO Approval **Required and Received**

**Contract appeals case files.**

Disposition Authority Number **DAA-GRS-2016-0001-0003**

**Records of contract appeals arising under the Contracts Dispute Act. Includes:  
• notice of appeal • acknowledgment of notice • correspondence • copies of  
contracts, plans, specifications, exhibits, change orders, and amendments •  
hearing transcripts • documents received from concerned parties • final decisions •  
other related papers**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? **No**

Manual Citation	Manual Title
<b>GRS 1.1, item 060</b>	

GRS or Superseded Authority  
Citation **N1-GRS-87-9 item 19b**

4  4.1	<b>Disposition Instruction</b>				
	Retention Period	Destroy 1 year after final resolution, but longer retention is authorized if required for business use.			
	<b>Additional Information</b>				
	GAO Approval	Required and Received			
	<b>Vendor and bidder information.</b>				
	Documentation of approved, suspended, and debarred vendors and bidders.				
	<b>Records of suspensions and debarments for violation of the Drug-Free Workplace Act.</b>				
	Disposition Authority Number	DAA-GRS-2016-0001-0004			
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes			
	Do any of the records covered by this item exist as structured electronic data?	Yes			
	<table border="1"><tr><th>Manual Citation</th><th>Manual Title</th></tr><tr><td>GRS 1.1, item 070</td><td></td></tr></table>		Manual Citation	Manual Title	GRS 1.1, item 070
Manual Citation	Manual Title				
GRS 1.1, item 070					
4.2	GRS or Superseded Authority Citation NC1-GRS-81-2 item 6d (in part)				
	<b>Disposition Instruction</b>				
	Retention Period	Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use.			
	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>Records of all other suspensions and debarments and all approved vendors and bidders.</b>				
	Disposition Authority Number	DAA-GRS-2016-0001-0005			
Final Disposition	Temporary				

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered  
by this item currently exist in  
electronic format(s) other than e-  
mail and word processing? **Yes**

Do any of the records covered  
by this item exist as structured  
electronic data? **Yes**

Manual Citation	Manual Title
GRS 1.1, item 071	

GRS or Superseded Authority Citation **NC1-GRS-81-2 item 6d (in part)**

**Disposition Instruction**

Retention Period **Temporary. Destroy 3 years after removal from  
approved status, but longer retention is authorized if  
required for business use.**

**Additional Information**

GAO Approval **Not Required**

## 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
01/12/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2016	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist