

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-87-014

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M 12 18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records mgmt/grs> for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/2/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK</b>	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-GRS-87-14</b>	
1. FROM (Agency or establishment) <b>National Archives and Records Administration</b>		DATE RECEIVED <b>8-12-87</b>	
2 MAJOR SUBDIVISION <b>Office of Records Administration</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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>Records Appraisal and Disposition Division</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Jean E. Keeting</b>			
5 TELEPHONE EXT <b>724-1460</b>		DATE <b>8-26-87</b>	
6 CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	

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 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☐ is attached, or ☒ is unnecessary.

B DATE <b>8/12/87</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Kenneth F. Rossman]</i>	D TITLE <i>Director, Records Appraisal &amp; Disposition</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p>Addition to General Records Schedule 3, Procurement, Supply, and Grant Records</p> <p><u>Small and Disadvantaged Business Utilization Files</u></p> <p>Correspondence, memoranda, reports, studies, goal statements, and other records maintained by federal agencies relating to their small and disadvantaged business utilization programs.</p> <p>Destroy when <sup>3</sup> years old.</p>		

*copies to NMF, NRM,  
GRS file ~~9-1-87~~  
TRT*

OSDBU FILE INDEX

<u>200 Series</u>	<u>POLICY (Socioeconomic and Procurement)</u>
200.10	<u>Executive</u>
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210.16	Proposed Bills (by numbers)
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225.05	GAO Reviews, Studies, Reports
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230.20	Reserved
230.25	FAR (New & Revised Rules)
[230.30]	Bureau/Office Regulations (by Bureau) (New & Revised Rules)
230.35	Other Government Agencies' Regulations (New & Revised Rules) (For SBA Regs. see 515.20)
240.05	<u>Policy Issuances, Guidance and Comments</u>
241.10	OMB (Circulars, Memos, Directives)
241.11	OMB Circular A-76
241.15	OFFP (Letters, Memos, etc.)

- a. Record copy set - Permanent. Retire to SHA upon obsolescence for transfer to WNRC. Offer for transfer to the National Archives 20 years thereafter.
- b. All other records - Dispose when 5 years old

311. Federal Acquisition Institute File. The files consist of documents reflecting the activities of the Department representative on the interagency working group of the Federal Acquisition Institute of OMBO. It consists of minutes of meetings, recommendations, various input documents from the Department, comments on proposals, and task analysis materials. Arranged by date.

Permanent. Start a new file every 5 years. Retire to SHA 1 year later. Transfer to WNRC 1 year later. Offer for transfer to the National Archives 20 years thereafter.

OFFICE OF PROCUREMENT AND AUTOMATIC DATA PROCESSING MANAGEMENT

Equal Opportunity and Contract Compliance Staff

The Equal Opportunity and Contract Compliance Staff shall expand and promote the Department's small business and minority business procurement programs, assure contractor compliance with equal opportunity obligations, and act as equal employment opportunity counselor for OAS.

312. Contract Compliance Reports and Surveys. This is documentation of compliance reviews of government construction contractors under the provisions of Executive Order 11246 to ensure equal employment opportunity of minority groups.

Start a new file every 5 years, retire to SHA 1 year later, and dispose 2 years later.

313. Small Business 8(a) Program. Documentation of the Small Business 8(a) Program which permits the Department to transfer funds to other Federal agencies to be used by that agency to award a contract to an underprivileged firm.

Start a new file every 5 years; retire to SHA  
1 year later, and dispose 4 years later.

314. Small Business Advisors File. Documentation of the Departmental Small Business Advisor efforts to set aside an optimum portion of the total procurement dollar expended by the Department for awards under the Small Business Program. Also included are copies of the annual Report on Procurement by Civilian Executive Agencies.

Start a new file every 5 years; and dispose  
2 years later.

#### Deputy Director for Procurement

The Deputy Director for Procurement shall serve as the Director's principal assistant on procurement and shall supervise the following divisions in performing procurement for all elements of the Department except as determined under the provisions of Department Administrative Order 208-2e

a. The Contract Administration Division shall administer all contracts except as otherwise assigned, through final contract payment or other required final administrative disposition including decisions under disputes clauses, terminations, claims, and shall perform such other procurement actions, as assigned.

Additionally, it shall provide field contract administration services for OMBEe

b. The Materials and Services Contracts Division shall provide contracting services for supplies, equipment, construction, communication systems, architect engineering and, other service-type procurements including delivery orders against mandatory contracts, purchase orders on the open market, and other related procurement activities, as assigned.

c. The Research and Technical Assistance Contracts Division shall provide contracting services for all research, development, and advance studies, and for all procurement providing for consulting, management, and technical assistance where the recipient thereof is either the Department or a third party beneficiary, and other related procurement activities, as assignede

315. Procurement Subject File. Documentation accumulated by the Deputy Director in the course of his direction and control of procurement operationso

Start a new file every 5 years and retire to SHA 1 year later. Transfer to WNRC and dispose when 10 years old.

316. Administrative Subject File. Consists of office copies of documents pertaining to such internal house-keeping activities as budget, time and attendance, travel, requisitions for supplies and services, and similar house-keeping activities.

Dispose when 2 years oldo

317Q Personnel File. These are office copies of incoming and outgoing papers relating to internal personnel management of the office including notifications of personnel actions and the like on each individual employee in the officeo

Dispose upon separation of employee from the officeo

318. Chronological File. Consists of an extra copy of documents signed or prepared in the office and maintained by date.

Dispose of when 3 years old.

319. Negotiated Agreementso Documentation of the negotiation of overhead rates under contracts and grants between the Federal Government and universities for a fiscal year. Since the Government is usually represented by the Department of Health, Education, and Welfare (HEW) in such agreements, these are copies forwarded to Commerce for purposes of coordination with the Office of Management and Budget (OMB) and HEW. The same procedure is followed and Commerce is forwarded copies of agreements on overhead rates that are negotiated by state and local governments and some Federal agency.

Dispose when superseded by a new agreement.

320. Small Business, Minority Business, and Labor Surplus Set-Aside Review Records. These are data prepared for review of contracting activities to reflect the perform-

ance in awarding contracts to such underprivileged businesses and in promoting the procurement of government business by such firms.

Retire to SHA at the end of year of completion or closing. Transfer to WNRC 2 year later.  
Dispose of 10 years later.

321. Bidders' Mailing List Applications. Copies of applications to be placed on the mailing list with related catalogs, brochures, and correspondence.

Dispose when subject bidder is dropped from list.

322. Bidders' Mailing List. Card list of bidders and potential bidders, solicited or unsolicited.

Dispose of card(s) when bidder fails to respond to circular request to be kept on list.

323. Contract and Purchase Order Logs. These are registers of contracts and orders awarded showing contract number, originating unit, description of item, contractor's name, date of award, dollar amount, and similar information as required.

a. Record copy of logs - Dispose of when 10 years old.

b. Division copies - Dispose of when 3 years old.

324. Cost Center Input-Output Sheets. These are records (Form SEC-701 or equivalent) relating to office reporting to the personnel productivity reporting system of the OAS.

Dispose of when 5 years old.

325. Billing Report. These are records (Form SEC-441 or equivalent) relating to office reporting into the personnel productivity reporting system of OAS.

Dispose of when 5 years old.

20B50. Market research. Documentation covering efforts to secure additional sources of supply on those supplies and services for which there have been few bidders. Included are regional forms, covering letters, case histories, reports, and related records.

Cut off annually, destroy when 1 year old.

20B51 - 20B54. Reserved.

20B55. Business service center activity report. GSA Form 1919, Business Service Center Activity Report, with related backup data.

Cut off annually, destroy when 4 years old.

20B56 - 20B59. Reserved.

20B60. Small business files. Documents accumulated relating to Central Office and Presidential policy and programs concerning small business, including goals statements and guidelines. These files are created under section 211 of Public Law 95-507 relating to subcontracting to small business. Included are GSA Form 2689, Procurement Not Set Aside for Small Business, goal statements, guidelines and reports, and related records.

Cut off annually, destroy when 3 years old.

20B61 - 20B64. Reserved.

20B65. Socioeconomic disadvantaged business files. Documents accumulated relating to socioeconomic disadvantaged business (minority) programs and reports issued under the Small Business Act, section 8a, including goal statements and guidelines. Included are reports issued on GSA Form 2677, Minority Contract Fact Sheet, goal statements, guidelines, and related records.

Cut off annually, destroy when 3 years old.