

Rec'd NCD 7/5/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-269-80-10
DATE RECEIVED	September 5, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-6-81 Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
Board of Contract Appeals

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Ray Hershberger

5 TEL EXT
566-0673

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 4 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 <u>8/26/80</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <u>William W Hiebert</u>	E. TITLE Acting Chief, Records Management Branch
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ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>GSA Board of Contract Appeals Program Records</u> File descriptions and proposed changes to ch. 26, GSA Board of Contract Appeals Program Records, are contained in the attached chapter of the HB, GSA Records Maintenance and Disposition System.	NN-169-106	

5 items

115-107
Closed Out: 4-8-87: K.T.)
Copy to Agency & NNF

CHAPTER 26. GSA BOARD OF CONTRACT
APPEALS PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for GSA Board of Contract Appeals program records. These instructions are contained in appendix 26-A.

2. Reserved.

This appendix describes program records accumulated by the GSA Board of Contract Appeals. These records are accumulated as a result of hearing, considering, and determining appeals from decisions by contracting officers; reconsideration of Board decisions; and special cases assigned by the Administrator. This appendix does not apply to records retained in offices of contracting officers. These records are described in other program chapters of this handbook.

26A1. Docket number assignment controls. Documents used in controlling and assigning docket numbers to, and recording pertinent information about, appeals cases. Included are registers, cards, or sheets.

Destroy 2 years after date of final entry, or by direction of the chairman provided pertinent information has been placed on an appeal history card.

26A2 - 26A4. Reserved.

26A5. Appeal history cards. Cards reflecting names of appellants, case docket numbers, digest of matters in dispute, dates of appeals, assignments, dates of prehearing conferences and/or hearings, decisions rendered and dates thereof, references to incoming correspondence, and other pertinent information. Cards are arranged by name of appellant and by docket number.

Amended Order, 26A11/81
Destroy when no longer of administrative or legal use to GSA.
~~Permanent. Retire to FRC when directed by the Chairman of the Board of Contract Appeals. Offer to NARS when 10 years old. If they are retained to the FRC, transfer to FRC is not authorized.~~ *RJT 9-24-80*

26A6 - 26A9. Reserved.

26A10. Appeal case files. Case files which include notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related records. Records are arranged by year and thereunder by docket numbers.

- a. Originals of final actions and decisions: Remove and file in "final actions and decisions file" in the Board library *(See 26A15).*
- b. Case files: Remove and place in inactive file following disposition of case. Cut off inactive file at end of each year, hold 2 years, and retire to FRC. Destroy when 10 years old.

26A11 - 26A14. Reserved.

26A15. Final actions and decisions. Final actions and decisions, pertinent determinations made by the Administrator (if any), and supplementary decisions and amendments which are maintained in the Board library.

Amended Order, 26A11/81
Destroy when no longer of administrative or legal use to GSA.
~~Permanent. Retire to FRC when directed by the Chairman of the Board of Contract Appeals. Offer to NARS when 10 years old. If they are retained to the FRC, transfer to FRC is not authorized.~~ *RJT 9-24-80*

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26A16 - 26A19. Reserved.

26A20. Special assignment case files. Documents accumulated in deciding, or in reviewing and making recommendations to the Administrator on cases (unnumbered) specially assigned by the Administrator. Included are transcripts, exhibits, and correspondence and documents from parties concerned; any recommendations; and any final actions and decisions.

Remove and file in inactive file following completion or settlement of case or assignment. Cut off inactive file at end of each year, hold 2 years and retire to FRC. Destroy when 5 years old.