

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N 1-361-89-4
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	8/19/89
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Staff Director, Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Resources Management Division		Ceb	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Ronald E. Sullivan	5. TELEPHONE EXT 274-6234	DATE 12/4/89	ARCHIVIST OF THE UNITED STATES Clausen J. Walker
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 2 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	C SIGNATURE OF AGENCY REPRESENTATIVE PRESTON B. SPEED	D TITLE Chief, Administrative Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>820 PROCUREMENT TRANSACTIONS. Relates to individual procurement transactions (case files) created in the process of filling <u>specific</u> procurement requirements.</p> <p>820.10 Contracts. Individual and subcontract case files accumulated in purchasing and contract administration activities from the processes of negotiation, commitment, placement, and administration of individual contracts and consisting of purchase orders, contracts, comparable instruments, and other documentation, as applicable, as required by FAR, <u>excluding</u> certain files prescribed for separate maintenance, such as paying office files--431.11; QAR files--850.40; and contracts involving only progression, expedition, or production surveillance--860.70.</p> <p>a. <u>Office Contract Case Files of Contract Administration Activities.</u> Maintain under CAR Part A and Part B assignments in accordance with DLAM 8105.1.</p> <p>(1) <u>Part A Contracts.</u> Upon completion of contract, place in appropriate closed file depending on dollar value. Cut off closed files at annual or more frequent intervals, hold a comparable period, and unless eligible for immediate disposal, retire for ultimate disposal as indicated:</p> <p>(a) <u>Transactions of more than \$25,000.</u> Destroy 6 years and 3 months after final payment.</p> <p>(b) <u>Transactions of \$25,000 or less.</u> Destroy 3 years after final payment.</p> <p>(2) <u>Part B Contracts.</u> Destroy when completed and finally paid.</p>		

REQUEST FOR RECORDS DISPOSAL AUTHORITY - CONTINUATION

FORM NO.

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	<p>b. <u>Original Purchase orders, Contracts and Modifications of Purchase Orders and Contracts of Purchasing Offices maintained by Purchasing Offices.</u> -- Upon completion of contract, place in closed file. Cut off closed files at annual or more frequent recurring intervals, hold a comparable period, and retire for ultimate disposal as indicated: 6 years and 3 months after final payment, or in the absence of final payment information, 6 years and 3 months after the closing of the file. <u>Exception:</u> Files known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed in accordance with these disposal standards until settlement of the claim or completion of the investigation or litigation.</p>		