

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*N1-361-91-6*

DATE RECEIVED

*2-12-91*

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

Defense Logistics Agency

2. MAJOR SUBDIVISION

Staff Director, Administration

3. MINOR SUBDIVISION

Resources Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Allen Easterly

5. TELEPHONE EXT.

274-6234

DATE

*6/26/91*

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

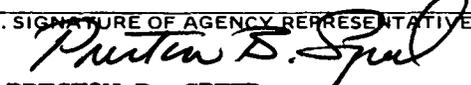
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; 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. *X Has been requested.*

B. DATE

29 Jan 91

C. SIGNATURE OF AGENCY REPRESENTATIVE



PRESTON B. SPEED

D. TITLE

Chief, Administrative Management Branch

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 GRS OR SUPERSEDED JOB CITATION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)

The enclosed is a new records disposition schedule for our Directorate of Program and Technical Support. These new files will replace the obsolete 890 series of our Files Maintenance and Disposition Manual (DLAM 5015.1).

*Copies sent to agency, NW-W, NNT, NNX 7/1/91*

**890 PROGRAM AND TECHNICAL SUPPORT (PTS).** Relates to surveillance of contractor engineering and manufacturing systems and efforts, analysis of contractor generated engineering and technical proposals and reports, and Contract Administration Services support to Military Services and non DoD program managers support for weapon systems and other critical Government acquisitions.

This section does not apply to documentation appropriate for retention under FAR Subpart 4.8 - Contract Files.

**890.01 Program and Technical Support Program Files.** Documents related to the formulation, management, administration and execution of individual Program and Technical Support programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (*Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.*)

NEW

**890.02 Program and Technical Support Policy and Correspondence Files.** Documents providing general direction, staff guidance and reporting in the management and administration of Program and Technical Support matters including interpretations and decisions on applicability, requests for waivers and exceptions, data calls and periodic reporting, and similar documents not covered elsewhere. (*HQ DLA - Destroy after 2 years. Other Activities - Destroy after 1 year.*)

NEW

**890.15 Program Managed Contracts Memorandums of Agreement.** Copies of negotiated Memorandums of Agreement with Program Management Offices (PMO), documents related to PMO technical representatives and Integrated Logistics Support activities. (*Destroy when superseded, obsolete, or no longer needed.*)

NEW

**890.20 Cost/Schedule Control Systems.** Cost/schedule control system reviews, subsequent application reviews, and retained copies of cost performance reports and cost/schedule status reports submitted to administrative contracting offices. (*Destroy 1 year after program termination, or completion of contract.*)

NEW

**890.25 Industrial Modernization Incentive Program.** Studies, designs, working agreement, contractual requirements, implementation documents, and related items on government-contractor plant modernization. (*Destroy on termination of facility cognizance.*)

NEW

**890.30 Situation Reports.** Reports regarding urgent or emerging Defense issues related to programs at contractor plants. (*Destroy after 1 year.*)

NEW

~~**890.35 Management Information Reports.** Statistical reports and management summaries (e.g., Technical Management Database (TMD), Program Support Database (PROSUP), Mechanization of Contract Administration Services Database (MOCAS)). (*Destroy after 2 years.*)~~

~~NEW~~  
GRS 20/3  
GRS 3/4

**890.40 Program Managed Contracts Reports.** Status reports on weapon systems and other priority program contracts. (*Destroy after 3 years.*)

NEW

**890.45 Contractor System Surveillance.** Reviews, evaluations, discrepancy documents, requests and related items concerning production, work measurement, design, software, configuration, test, performance, logistics support, and comparable system elements.

NEW

a. Routine Surveillance - Destroy when no longer needed.

b. Discrepancy Reports - Destroy 10 years after adequate corrective action.

**890.55 Technical Evaluation of Cost Proposals.** Reviews and evaluations of contractor proposals such as Value Engineering proposals, cost reduction proposals, and engineering change cost proposals. NEW

a. Approved Proposals - Destroy 5 years after completion of contract.

b. Rejected Proposals - Destroy 1 year after final action.

**890.60 Facilities Evaluations and Reviews.** Evaluations of proposed changes in plant facilities and equipment including government furnished equipment and property. (Destroy after 5 years.) NEW

**890.65 Technical Studies and Analysis Support.** Program and Technical Support elements' support to efforts such as cost estimating system surveys, should cost reviews, source selection information requests, tests and inspections, product reviews, independent research and development reviews, cost monitoring reviews, purchasing system reviews, progress payment evaluations and similar efforts evaluated for other contract management functions and activities. (Destroy after 2 years.) NEW