

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-58-95-2	DATE RECEIVED OCT 28 1994
1. FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Internal Revenue Service		In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Assistant Commissioner (Procurement)			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Sandra J. Myers	202-535-3936	1/4/95	<i>James W. Moore</i>

6 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 on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 10/28/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bobbie DeCarmine</i>	TITLE Chief, Facilities Systems Management Office
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Records Control Schedule 301 General Records Schedule 3, Procurement, Supply and Grant Records</p> <p>The majority of the records covered in this schedule are created and accumulated by the Office of the Assistant Commissioner (Procurement).</p> <p>The Procurement organization is responsible for agency procurement records that document the acquisition of goods and non-personal services. The basic procurement files reflect a considerable range of procedure, from simple small purchase to complicated prime contractor and sub-contractor operations.</p> <p>The portion of the schedule reflecting a description of the records and disposition is attached. With regard to the disposition of Item No. 2(2), we agree to provide specific disposition dates on the SF-135 for each accession.</p>	RCS 301, GRS 3 (1(15)59.31)	

Records Control Schedule 301--General Records Schedules
Exhibit 400-1

Records Control Schedule 301, GRS 3

Item No.	Description of Records	Authorized Disposition
1.	<p>Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1, 2, 13 and 15).</p> <p>(1) Procurement or purchase organization copy, and related papers.</p> <p>(a) Transactions above the small purchases limitation in FAR Part 13 and all construction contracts exceeding \$2,000.</p>	<p>RETIRE to Federal Records Center when contract is closed.</p> <p>DESTROY 6 years and 3 months after contract is closed.</p>
2.	<p>Solicited and Unsolicited Bids and Proposal Files.</p> <p>(2) Solicited and unsolicited unsuccessful bids and proposals.</p> <p>(a) When filed separately from contract case files.</p>	<p>RETIRE to Federal Records Center after contract award.</p> <p>DESTROY when related contract is closed.</p> <p>NOTE: Each accession should consist of records for one fiscal year only (no mixed series). A specific disposal date will be included on SF-135 for each accession.</p>