

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-GRS-86-2	DATE RECEIVED 6-6-86
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Appraisal and Disposition Division			
4 NAME OF PERSON WITH WHOM TO CONFER Jean E. Keeting	5 TELEPHONE EXT. 724-1457	DATE 9-2-86	ARCHIVIST OF THE UNITED STATES <i>Frank B. Burke</i>
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 5-29-86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D TITLE Director, Records Appraisal and Disposition Division
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>Revision of General Records Schedule 3, Procurement, Supply, and Grant Records</p> <p>4. <u>General Procurement Files</u></p> <p>Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration; receipt, inspection and payment, and other records described in the Federal Acquisition Regulation; 48 CFR 4.805.</p> <p>a. Procurement or purchase organization copy and related papers necessary for GAO or internal audit purposes.</p> <p>(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000. Destroy 6 years and 3 months after final payment.</p> <p>(2) Transactions of \$25,000 or less and construction contracts under \$2,000. Destroy 3 years after final payment.</p> <p>[No change to items 4b and 4c]</p>	NC1-217-81-2	
			5 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
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>
2.	<p>6. <u>Solicited and Unsolicited Bids and Proposal Files</u></p> <p>b. Solicited and unsolicited unsuccessful bids and proposals.</p> <p>(1) Relating to small purchases as defined in the Federal Acquisition Regulation; 48 CFR, Part 13. Destroy 1 year after date of award or final payment, whichever is later.</p> <p>(2) Relating to transactions above the small purchase limitations in 48 CFR, Part 13.</p> <p>(a) When filed separately from the contract file. Destroy when related contract is completed.</p> <p>(b) When filed with contract case file. Destroy with related contract case file (see item 4 of this schedule).</p> <p>[No change to items 6a and 6c]</p>	NC1-GRS-81-2	