

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-GRS-96-5	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 6/20/96	
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Records Administration			
3. MINOR SUBDIVISION Records Appraisal Division			
4. NAME OF PERSON WITH WHOM TO CONFER Rosalye Settles	5. TELEPHONE 713-7100 ext 243	DATE	ARCHIVIST OF THE UNITED STATES
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 <u>1</u> 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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheet		

ITEM

NO.      DESCRIPTION OF RECORDS

5. Solicited and Unsolicited Bids and Proposals Files.

b.      Solicited and unsolicited unsuccessful bids and proposals.

- (1) Solicited bids and proposals relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 2 .

a. Maintain separately from official contract file and destroy 1 year after date of contract award, excluding records relating to contracts involved in a dispute or litigation.

b. Destroy records relating to contracts involved in a dispute or litigation 1 year after date of award or final resolution of dispute or litigation, whichever is later.

- (2) Solicited bids and proposals relating to transactions above the small purchase limitations as defined in the Federal Acquisition Regulation, 48 CFR Part 2.

a. Maintain separately from official contract file and destroy 2 years after date of contract award, excluding records relating to contracts involved in a dispute or litigation.

b. Destroy records relating to contracts involved in a dispute or litigation 2 years after award or on final resolution of dispute or litigation, whichever is later.

- (3) Unsolicited, unsuccessful proposals.

Return to offeror upon determination of nonacceptance. Mail or ship with return receipt requested.

c.      Canceled solicitations files.

- (1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

Destroy 2 years after date of cancellation.

- (2) Unopened bids.



Return to bidder.