

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 N1-269-87-2	DATE RECEIVED 10/1/86
1. FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administrative Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records and Forms Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Gladys G. Franklin	5. TELEPHONE EXT 535-7974	DATE 9-8-87	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 4 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 <i>[Signature]</i>	D. TITLE Chief, Records and Forms 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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p align="center"><u>Office of Acquisition Policy Program Records</u></p> <p>Records description and proposed disposition schedules are in the attached new chapter 70 to be included in the GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>		
	<p><i>copies to agency, NACF 9-9-87</i></p> <p><i>TR</i></p>		<i>14 items</i>

DATE

OAD P 1820 2 CHGE

70A1 **Contract clearance files ()**. Documents created in reviewing services and regional contract actions Included are findings, deficiency reports, correspondence and related records

Cut off annually, destroy when 5 years old

70A2 – 70A4 **Reserved.**

70A5 **Contract clearance reports ()**. Documents accumulated in creating reports and briefing papers on the effectiveness of the Contract Clearance Program Included are reports statistics, correspondence, and related records

Cut off annually, destroy when 5 years old.

70A6 – 70A8 **Reserved.**

70A9 **GSA contracting intern program. ()**. Documents created in establishing and maintaining the Contracting Intern Program Included are the intern recruitment package, GSA Order, and related records.

Cut off annually, destroy when one year old

70A10 – 70A12 **Reserved.**

70A13 **Control registers. ()**. Documents created in recording and controlling the reviewing of contracts

Cut off annually, destroy when 5 years old

70A14 – 70A16 **Reserved.**

70A17 **Life cycle costing ()**. Documents pertaining to GSA implementation of a government wide LCC program

Cut off annually, destroy when 5 years old

70A18 – 70A20 **Reserved.**

70A21 **Metric system of measurement ()**. Document relating to GSA participation in meetings of the Interagency Committee on Metric Policy, The Executive Board of the Metrication Operating Committee and the American National Metric Council. Included are copies of the GSA Metrication Program Order approval decisions of interagency policy drafts and publications and annual reports of the Metrication Operation Committee

a. Program files cut off annually destroy when 5 years old

b. Other files Retain all orders, policy decisions, and coordinator designations until superceded or no longer needed.

Appendix 11-A

OAD P 1820.2 CHGE

DATE

70A22 - 70A25 Reserved.

70A26 Federal procurement data system. (). Documents reporting procurement data to the Federal Procurement Data Center under the FPDC Reporting Manual Included are documents relating to FPDC policy issues and interpretations of the FPDC reporting requirements

~~Destroy when superseded, obsolete, or no longer needed~~

DESTROY WHEN 5 YEARS OLD

70A27 - 70A29 Reserved.

70A30 Procurement management assistance reviews (). Documents created in performing Procurement Management Assistant Reviews Included are copies of PMAR reports, background papers, implementation/status reports, and related records.

a. Reports and Status Reports Cut off annually, destroy when no longer needed for reference

b. Other correspondence Cut off annually, destroy when one year old

70A31 - 70A33 Reserved.

70A34 Procurement management information system. () Documents relating to managing and operating the Procurement Management Information System Included are policy changes, interpretations of instructions contained in GSA Order ADM P 2800 16 and the GSA PMIS Users Interactive Report Generating Subsystem

Destroy when superseded, obsolete, or no longer needed

70A35 - 70A37 Reserved.

70A38 Contractor Debarment and Suspension Records (~~24-168-83~~ ^{NCI-269-83-4}). Documents relating to investigations of bidders and contractors for debarment or suspension from contracting with the Federal Government Included are case files which generally contain a copy of the investigative report, indictments and/or convictions, incorporation papers, debarment or suspension notices (including those received from other Federal agencies), General Services Board of Contract Appeals (GSBCA) hearing files, and other general correspondence Also included are other documents such as the Consolidated List of Debarred, Suspended and Ineligible Contractors and a card index

a. Case Files Cut off annually following decision on debarment or suspension Destroy when 5 years old

b. Other Files Destroy when no longer needed for reference

DATE

OAD P 18202 CHGE

70A39 Contracting officer designation file (). Documents appointing persons to serve as contracting officers. Included are GSA Form 3409, Personal Qualification Statement for appointment as Contracting Officer; GSA Form 3410, Request for Appointment, limits on authority, copies of Contracting Officer appointment SF 1402, Certificate of Appointment, revoking of appointment, and related materials

Place in inactive file following reassignment, termination of employment, or revoking of appointment. Cut off annually. Destroy when 5 years old.