

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

LEAVE BLANK	
JOB NO	
NCF-412-85-5	
DATE RECEIVED	
1-25-85	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-31-86 Date	<i>James S. Burke</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Environmental Protection Agency

2. MAJOR SUBDIVISION  
Procurement & Contracts Management Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Thomas Tasker

5. TEL EXT  
382-5911

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1/10/85	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	E. TITLE Agency Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1 - 8	Procurement/Contracts Records Control Schedule is being revised to make it consistent with the Program's current operations. The revision of this schedule is part of a major review and update of the EPA Records Control Schedules.  Attached is a copy of the revised Procurement/Contracts Records Control Schedule.  All changes to this proposed schedule have been approved by:  <i>James S. Burke</i> 8/24/86 NARA appraiser Date  <i>Thomas Tasker</i> Agency representative  10/2/86 Date	Appendix B Schedule 5	21 items

115-107  
EPA, NNF  
1-7-87

NCF 1-8-87

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

SCHED. NO.

TITLE OF SCHEDULE		COVERAGE OF SCHEDULE
PROCUREMENT/CONTRACTS RECORDS		AGENCYWIDE
ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<del>Correspondence Files of Procurement Operating Units. Correspondence pertaining to the internal operation and administration of the units.</del>	<del>Retention: Retain 2 years. Disposition: Break file at end of year. Keep in office for 2 years, then destroy.</del>
2.	<u>Administrative Reports and Data Relating to Procurement Operations.</u>  a. Reports and data used for workload purposes.  b. All other reports and data.	  <u>Retention: Retain 6 years.</u>  <u>Disposition: Break file at end of year. Keep in office for 6 years, then destroy.</u>  <u>Retention: Retain 4 years.</u>  <u>Disposition: Break file at end of year. Keep in office for 6 months, then transfer to the FRC. Destroy when 4 years old.</u>
3.	<u>Program Management File.</u> Consists of records related to the management and administrative support of each unit of the Procurement and Contracts Management Division. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.	<u>Retention: Retain 5 years.</u>  <u>Disposition: Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</u>
4.	<u>Above \$25,000 and Special Transactions File.</u> Procurement files (as described in item 6) involving transactions of \$25,000 or more which document the initiation and development of transactions that deviate from established precedents with respect to general agency procurement or major procurement programs.	<u>Retention: Permanent.</u>  <u>Disposition: Break file at end of year. Keep in office for 3 years, then transfer to the FRC. Keep in FRC for 12 years, then offer to the National Archives.</u>
5.	<u>Real Property Procurement File.</u> Papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). <del>Papers for property acquired since January 1, 1921, other than abstract or certificate of title.</del>	<u>Retention: Retain 10 years.</u>  <u>Disposition: Break file after unconditional sale or release by the Government of conditions, restrictions, mortgage or other liens. Keep in office for 2 years, then transfer to the FRC. Destroy when 10 years old.</u>

RECORDS MANAGEMENT MANUAL

**U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES**

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PROCUREMENT/CONTRACTS RECORDS

AGENCYWIDE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

6. Contract, Requisition, Purchase Order, Lease, and Bond and Surety Records. Includes correspondence and related papers pertaining to award, administration, receipt, inspection, and payment (other than those covered in items 4 and 5).

a. Records pertaining to exceptions or protests, claims for or against the United States, investigations, cases pending or in litigation, or similar matters.

b. Signed originals of (1) contracts and (2) modifications thereto.

c. Data pertaining to each contract negotiation under FAR 15.201 and 15.207 through 15.215.

Retention: Retain until final clearance or settlement, or until the retention period otherwise specified for the document in paragraphs b. through n. below is completed, whichever is later.

Disposition: Break file at the end of fiscal year. Keep in office until cleared or settled, or for 1 year after final payment, whichever is later, then transfer to the FRC. Keep in FRC for the appropriate period as indicated in paragraphs b. through n. below, then destroy.

Retention: Retain 6 years and 3 months after final payment.

Disposition: Break file at end of fiscal year. Keep in office for 1 year after final payment, then transfer to the FRC. Destroy when 6 years and 3 months old.

Retention: Retain 6 years and 3 months after final payment.

Disposition: Break file at end of fiscal year. Keep in office for 1 year after final payment, then transfer to the FRC. Destroy when 6 years and 3 months old.

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d. Signed originals of determinations and findings authorizing contracting by negotiation, and copies of documents supporting the determinations and findings.

Retention: Retain 6 years and 3 months after final payment.

Disposition: Break file at the end of fiscal year. Keep in office for 1 year after final payment, then transfer to the FRC. Destroy when 6 years and 3 months old.

e. Signed originals of small purchases and modifications thereto and construction contracts under \$2000.

Retention: Retain 3 years after final payment.

Disposition: Break file at end of fiscal year. Keep in office for 6 months after final payment, then transfer to the FRC. Destroy when 4 years old.

f. All unsuccessful offers or quotations that pertain to contracts below the appropriate small purchase limitation.

Retention: Retain 1 year after date of award or until final payment, whichever is later.

Disposition: Break file at the end of fiscal year. Keep in office for 1 year after date of award, or, until final payment, then destroy.

g. Contract Status (progressing), expediting, and production surveillance records.

Retention: Retain 6 months after final payment.

Disposition: Break file at the end of fiscal year. Keep in office for 6 months after final payment, then destroy.

h. Rejected engineering change proposals.

Retention: Retain 6 months after final payment.

Disposition: Break file at the end of fiscal year. Keep in office for 6 months after final payment, then destroy.

i. Labor compliance records, including equal employment opportunity records.

Retention: Retain for 3 years after final payment.

Disposition: Break file at the end of fiscal year. Keep in office for 6 months after final payment, then transfer to the FRC. Destroy when 3 years old.

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	<p>j. Documents pertaining generally to a contractor such as a contractor's general file, (containing documents that relate to no specific contract, more than one contract, or the contract in a general way).</p> <p>k. Records or documents other than those in paragraphs 6.a. through 6.j. above, pertaining to contracts below the appropriate small purchase limitation.</p> <p>l. Records or documents other than those in paragraphs 6.a. through 6.k. above, pertaining to contracts above the appropriate small purchase limitation.</p> <p>m. Files for cancelled solicitations.</p> <p>n. Solicited and unsolicited unsuccessful bids and proposals above the appropriate small purchase limitation:</p> <p>(1) When filed separately from contract case file.</p> <p>(2) When filed with contract case file.</p>	<p><u>Retention:</u> Retain until superseded or obsolete.</p> <p><u>Disposition:</u> Keep in office until superseded or obsolete, then destroy.</p> <p><u>Retention:</u> Retain for 1 year after final payment.</p> <p><u>Disposition:</u> Keep in office for 1 year after final payment, then destroy.</p> <p><u>Retention:</u> Retain 6 years and 3 months after final payment.</p> <p><u>Disposition:</u> Break file at the end of fiscal year. Keep in office for 1 year, after final payment, then transfer to the FRC. Destroy when 6 years and 3 months old.</p> <p><u>Retention:</u> Retain 5 years after cancellation.</p> <p><u>Disposition:</u> Break file at end of fiscal year. Keep in office for 1 year after cancellation, then transfer to the FRC. Destroy when 5 years old.</p> <p><u>Retention:</u> Retain until contract completion date.</p> <p><u>Disposition:</u> Keep in office until contract completion date, then destroy.</p> <p><u>Retention:</u> Retain 6 years and 3 months after final payment.</p> <p><u>Disposition:</u> Break file at the end of fiscal year. Keep in office for 1 year after final payment, then transfer to the FRC. Destroy when 6 years and 3 months old.</p>

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7.	<p><u>EPA Procurement/Contract Regulations.</u> Contains copies of policies, guidance, and procedural documents issued within the Agency on various procurement/contracts issues.</p> <p>a. <u>Record Copy.</u></p> <p>b. <u>Other Copies.</u></p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file when superseded or canceled. Keep in office 1 year, then transfer to the FRC. Keep in FRC 15 years, then offer to the National Archives <i>in 5 year blocks.</i></p> <p><u>Retention:</u> See Disposition below.</p> <p><u>Disposition:</u> Destroy when no longer needed.</p>
8.	<p><u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office current plus 1 additional year, <del>then transfer to the FRC.</del> Destroy when <sup>2</sup> years old.</p>

RECORDS MANAGEMENT MANUAL