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DD/S 70-1224

OFFICE OF LOGISTICS  
PROCUREMENT NOTE NO. 34

29 MAR 1970

RETIREMENT OF CONTRACT PROCUREMENT RECORDS

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- REFERENCES : a. [ ] Records, 15 April 1964  
b. Logistics Instruction 70-5, Vital Records Program,  
5 July 1968  
c. Logistics Instruction 70-6, Records Maintenance and  
Disposition, 5 July 1968

RECISION : Procurement Note No. 27, dated 25 June 1969, same subject

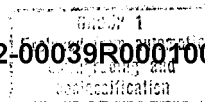
1. GENERAL

In accordance with agreements reached among the several decentralized contracting teams and their host Offices or Directorates, the following policies and procedures will apply to the retirement and disposal of contract procurement records and vital records or material associated therewith. Procurement Division, OL will continue to follow the procedures set out in the references.

2. PRIMARY RECORDS

a. General Services Administration regulations implement the various statutory requirements and authorities for the retention periods and disposal of federal procurement records. In general, procurement files concerning transactions valued at more than \$2,500 must be retained by the Agency for at least six years after final payment before destruction is authorized; those concerning transactions valued at \$2,500 or less must be retained for at least three years after final payment before destruction is authorized. Storage and destruction of such files is the responsibility of the Agency Records Center.

b. Temporary retention of completed files in the current working area of each decentralized contracting team, prior to their retirement to the Agency Records Center, will be at the discretion of each team.



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c. Each team will be responsible for arranging the physical movement of its completed contract files to the Records Center after completing the necessary packaging, labeling, and documentation. When contract records are eligible for retirement, the custodian of the records will complete Part I of Records Retirement Request (Form 140) and a Records Shelf List (Form 140a). Sample copies of the forms are attached and general instructions for their preparation are described on each.

d. Since contract procurement records may be destroyed according to two different time periods, it is recommended that files of transactions over \$2,500 be processed separately from those of \$2,500 or less to permit a more orderly disposition program at the Records Center.

e. Forms completed in accordance with paragraph 2. c. above will be sent to the Office of Logistics Area Records Officer (OL/ARO) who will complete Part II of Form 140 and forward the necessary copies to the Records Center for acceptance and the assignment of a reference job number. The "Restrictions on Use of Records" block of Part II will contain both the office designation of the contracting team concerned and "Director of Logistics, or his designee." The rights of reference to the files will not be extended to any other Agency component without the approval of the Director of Logistics after coordination with the chief of the contracting team concerned. The "Cite Schedule or Authority" block (Part II, Form 140) will contain an Office of Logistics Records Control Schedule number which will be inserted by the OL/ARO.

f. Copies of the approved Records Retirement Request and the Records Shelf List prepared by each team will be provided to the team's custodian of records, and copies will be retained by the OL/ARO. Shelf Lists and job numbers will be used to identify those records which might need to be recalled for reference purposes. Both the team concerned and the Director of Logistics, or his designee, may independently request the records for reference use.

g. Before retiring its records to the Records Center, each contracting team must insure that its contract procurement files contain only contractual documents and supporting papers and that no sensitive operational information is included.

h. The OL/ARO can provide guidance to team records custodians in the performance of their responsibilities concerning contract procurement records.

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i. A host Office or Directorate may include contract procurement records in its own Records Control Schedule, however, it is suggested that the entry indicate the Office of Logistics as the office-of-record since that Office has the ultimate responsibility for all Agency procurement.

3. VITAL RECORDS AND MATERIAL

a. Vital records and material considered in this Procurement Note are those specific procurement documents, records, or reference material in the possession of each team which are essential to its continued operation in an emergency and which, in the event of their destruction, would constitute an irreplaceable loss. Examples of such vital documents are: contracts, purchase orders, amendments, letters, or any other documents which affect the terms of the procurement instrument.

b. Vital material is sent to the Agency Records Center on Tuesday of each week by the OL/ARO. Teams having vital material for transmittal to the Records Center should complete Vital Materials Transfer Slip (Form 620) and forward it, with the material, to the OL/ARO by Monday of each week. The control number for each group of material will be assigned by the OL/ARO.

c. Elements forwarding vital material are encouraged to arrange it in alphabetical order by contractor name before forwarding it to the OL/ARO.

d. Vital material will be filed separately at the Records Center according to each procurement element. Periodically, the OL/ARO will withdraw the vital material and return it to the interested element for review, update, and redeposit as appropriate.

4. PROJECT CASE FILES

Policies and procedures for the maintenance and retirement of contract procurement records set out in this Procurement Note are in no way concerned with the maintenance and retirement of Research and Development Project Case Files. The retirement and disposal of project case files are governed by the criteria of a separate General Records Schedule, are the responsibility of project and/or technical

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officers, and the only responsibility of a contracting officer in connection there-  
with is to provide copies of contractual documentation which must be made a  
part of such files.




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John F. Blake  
Director of Logistics

Atts

Distribution:

- 2 - DD/S
- 1 - PMS/DD/S&T
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- 1 - SC&PB/OEL/DD/S&T
- 1 -  DD/P
- 1 - SC&PS/TSSG/NPIC/DD/I
- 2 - PD/OL

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All distribution with attachments.

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TAB

<b>RECORDS RETIREMENT REQUEST</b>				ASSIGNED BY RECORDS CENTER	
Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RAO.				JOB NO.	
				For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.	
<b>PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)</b>					
TO:		FROM:		DIVISION	
CHIEF, ARCHIVES AND RECORDS CENTER		<i>(Office)</i>			
		BRANCH		SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)					
<input type="checkbox"/> SHELF LIST ATTACHED			<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER		
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> LEGAL                              _____ NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
<b>PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)</b>					
TYPE OF MATERIAL					
<input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY				SCHEDULED DESTRUCTION DATE	
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS ADMINISTRATION OFFICER	





TAB

RECORDS SHELF LIST			JOB NO.
<i>NOTE: Prepare in Triplicate and submit original and one to Records Center</i>			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		

TAB

OFFICE OF ORIGIN

SECURITY CLASSIFICATION

DEPOSIT NUMBER

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VRDS		DATE OF DOCUMENT(S)	DESCRIPTION OF MATERIAL
CAT.	ITEM		

REMARKS	DATE RELEASED	SIGNATURE OF DEPOSITOR
	DATE RECEIVED	SIGNATURE OF VRR OFFICIAL

NO. OF DOCUMENTS	NO. OF REELS	SECURITY CLASSIFICATION
		Approved For Release 2006/04/13 : CIA-RDP72-00039R000100100004-4

6 November 1969

25X1

[Redacted]

The disposition rules on Contract files are so confusing I can't make sense out of them at all. You stress that they should be permanent. Rita says they are not. O/Log has two kinds with Temporary retention (under \$2,500 and over \$2,500). Last week an O/Commo Schedule had Contract files. Gerry tells me O/Finance keeps Contract files. You say the Contract Office should keep the files. Sal has been conducting meetings about Contracts in DDS&T. The handbook by DDS&T I circulated has a half page on Contracts.

All in all I simply can't understand everyone because they are each talking about different things and all are calling them Contract files. No one has defined the term and separated personnel records from financial records or project records related to contracts.

Please see if you can find time to sort this out in one of your nice Staff Study formats so that we can nail it down and get some agreements.

[Redacted]

Chief

Records Administration Branch

25X1

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6 November 1969

25X1  
[Redacted]

The disposition rules on Contract files are so confusing I can't make sense out of them at all. You stress that they should be permanent. Rita says they are not. O/Log has two kinds with Temporary retention (under \$2,500 and over \$2,500). Last week an O/Commo Schedule had Contract files. Gerry tells me O/Finance keeps Contract files. You say the Contract Office should keep the files. Sal has been conducting meetings about Contracts in DDS&T. The handbook by DDS&T I circulated has a half page on Contracts.

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[Redacted]

Chief

Records Administration Branch

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DDS/SSS/RAB, [Redacted] (6 Nov. 69)