PROCUREMENT AND CONTRACTING

Use this subject for correspondence, requisitions, and supporting material pertaining to procurement of supplies, equipment, and services, and for contracting for supplies and services.

Disposal Authority:
Job No. NC1-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
PRC	PROCUREMENT AND CONTRACTING	Use for policies and procedures covering all items included under this primary subject.	(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old or when superseded or obsolete, whichever is later.	(Item 98a) Destroy when 2 years old.
1	A-76	Also includes personnel and financial management documents.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2	Advanced Procurement Plan		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
3	Authorizations	Use for delegations of procurement and contracting authority. Subdivide by type of authority if volume warrants. Includes Contracting Officers and purchase limitations.	(Item 99a) Delegation of procurement contracting authority: Destroy 6 years after authority is withdrawn. (Item 99b) Delegation of procurement authority for small purchases: Destroy 3 years after authority is withdrawn.	(Item 99a) Delegation of procurement contracting authority: Destroy 6 years after authority is withdrawn. (Item 99b) Delegation of procurement authority for small purchases: Destroy 3 years after authority is withdrawn.
4	Contract Administration	Use for material not appropriate for filing in a specific contract file. Includes contract monitoring, changes and modifications, and cost and billing rates.	(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
5	Contract Solicitations, Bids, and Awards		See Item 95, Records Control Schedule, for specific disposal information.	See Item 95, Records Control Schedule, for specific disposal information.
5-1	Awards		See Item 95, Records Control Schedule, for specific disposal information.	See Item 95, Records Control Schedule, for specific disposal information.
5-2	Evaluations of Bids and Proposals		See Item 95, Records Control Schedule, for specific disposal information.	See Item 95, Records Control Schedule, for specific disposal information.
5-3	Issuance of Invitations for Bids/Requests for Proposals		See Item 95, Records Control Schedule, for specific disposal information.	See Item 95, Records Control Schedule, for specific disposal information.

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CODE	TITLE	DESCRIPTION	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
5-4	Negotiations		See Item 95, Records Control Schedule, for specific disposal information.	See Item 95, Records Control Schedule, for specific disposal information.
6	Contracts Case Files		See Item 95, Records Control Schedule, for specific disposal information.	See Item 95, Records Control Schedule, for specific disposal information.
7	End-Use Feedback System		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
8	Procurement	Use for general correspondence.	(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
8-1	Requisitions/Purchase Orders Case Files		See Item 95, Records Control Schedule, for specific disposal information.	See Item 95, Records Control Schedule, for specific disposal information.
9	Procurement Guidelines	Use for guidelines not appropriate for filing under a more specific category in this outline.	(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
9-1	Automated Data Processing (ADP)		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
9-2	Central Supply		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
9-3	FEDSTRIP		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
9-4	Furniture		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.

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CODE	TITLE	DESCRIPTION	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
9-5	Office Machine Maintenance		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
9-6	Personal or Nonpersonal Services		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
9-7	Year-End Purchasing		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
10	Procurement Preference Programs		(Item 98b(1)) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
10-1	Inquiries		(Item 98a) Destroy when 2 years old.	(Item 98a) Destroy when 2 years old.
11	Reports-Statistics	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
12	Suppliers and Contractors		(Item 98b) Acquisition and Assistance Division: Destroy when 6 years old.	(Item 98a) Destroy when 2 years old.
12-1	Bidder Lists		(Item 96) Destroy when superseded or obsolete.	(Item 96) Destroy when superseded or obsolete.
12-2	Catalogues, Price Lists, and Schedules (if large volume, file in separate drawers or cabinets)		Destroy when superseded or obsolete.	Destroy when superseded or obsolete.
12-3	Ineligible Bidders		(Item 96) Destroy when superseded or obsolete.	(Item 96) Destroy when superseded or obsolete.
13	Unsolicited Proposals		(GRS 3, Item 6b(1)) When filed separately from contract case file: Destroy when related contract is completed. (GRS 3, Item 6b(2)) When filed with contract case file: See Item 95, Records Control Schedule, for specific disposal information.	(GRS 3, Item 6b(1)) When filed separately from contract case file: Destroy when related contract is completed. (GRS 3, Item 6b(2)) When filed with contract case file: See Item 95, Records Control Schedule, for specific disposal information.