

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>CONT</u>	<u>CONTRACTING, PROCUREMENT, SUPPLY</u>		
REA 1 PRC	CONT – 1	Real Property Files – Acquired after December 31, 1920	<u>TEMPORARY:</u> Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.	GRS 3, Item1
PRC	CONT – 2 ✦	Routine Procurement Over \$2,000 Correspondence, Reports, and Forms	<u>TEMPORARY:</u> Destroy 6 years after final payment.	GRS1.1, Item 010
PRC	CONT – 3 ✦	Routine Procurement Under \$2,000 Correspondence, Reports, and Forms	<u>TEMPORARY:</u> Destroy 6 years after final payment.	GRS 1.1, Items 010, 011
PRC	CONT – 4 ✦	Federal Procurement Data System Correspondence, Reports. Data submitted to the Federal Procurement Data system (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	<u>TEMPORARY:</u> Destroy or delete when 6 years old.	GRS 1.1, Item 010
PRC	CONT – 5	Supply Management Correspondence, Reports, Forms. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).	<u>TEMPORARY:</u> Destroy when 2 years old.	GRS 3, Items 4(a), 4(b)
PRC	CONT – 6 ✦	Canceled Solicitation – Opened Bids Correspondence and Reports.	<u>TEMPORARY:</u> Destroy 6 years after date of cancellation.	GRS 1.1, Item 010
PRC	CONT – 7 ✦	Canceled Solicitation – Unopened Bids	<u>TEMPORARY:</u> Destroy when 6 years old.	GRS 1.1, Item 010

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PRC	CONT – 8	Bidders, Vendors List	<u>TEMPORARY:</u>	GRS 3, Item 5(d)
		a. Acceptable Bidders	Destroy when superseded or obsolete.	
		b. Debarred, Suspended, and Ineligible Bidders		
		c. Vendors List		
PRC	CONT – 9 ✦	Public Printer Files Correspondence, Reports, and Forms relating to requisitions on the printer, and all supporting papers.	<u>TEMPORARY:</u> Destroy 6 years after completion or cancellation or requisition.	GRS 1.1, Item 010
PRC	CONT – 10 ✦	Nonpersonal Requisition File Correspondence, Reports and Forms for requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services.	<u>TEMPORARY:</u> Destroy when 6 years old.	GRS 1.1, Item 010
PRC	CONT – 11	Inventory Requisition File Correspondence, Reports and Forms	<u>TEMPORARY:</u> Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.	GRS 3, Item 8(a), 9(a), 9(b), 9(c)
PRC	CONT – 12 ✦	Telephone Records Correspondence, Reports and Statements	<u>TEMPORARY:</u> Destroy 6 years after period covered by related account.	GRS 1.1, Item 010
PRC	CONT – 13 ✦	Contractor's Payroll Files Correspondence, Reports and Forms	<u>TEMPORARY:</u> Destroy 3 years after date of completion of contract unless performance is subject of enforcement action on such date.	GRS 1.1, Item 050
PRC	CONT – 14 ✦	Tax Exempt Files Correspondence, Reports and Forms	<u>TEMPORARY:</u> Destroy 6 years after period covered by related account.	GRS 1.1, Item 010

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PRC	CONT - 15 +	Contract Appeals— Prior to October 1, 1979 RESCINDED	<u>TEMPORARY:</u> Destroy 6 years, 3 months after final action on decision.	GRS 3, Item 15(a)
PRC	CONT - 16	Contract Appeals – After September 30, 1979 Correspondence, Reports and Forms	<u>TEMPORARY:</u> Destroy 1 year after final action on decision.	GRS 3, Item 15(b)
PRC	CONT - 17 +	Contractor's Statement of Contingent or Other Fees Correspondence and Reports. SF 111, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	<u>TEMPORARY:</u> Destroy when superseded or obsolete.	GRS 3, Item 16
PRC	CONT - 18	Small and Disadvantaged Business Utilization Correspondence, Reports and Statements Studies, Goal Statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub. L. 95 507.	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 3, Item 17