

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-560-04-1</i>	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2. MAJOR SUBDIVISION Transportation Security Administration			
3. MINOR SUBDIVISION Office of Acquisitions			
4. NAME OF PERSON WITH WHOM TO CONFER Arthur McCune, Jr.	5. TELEPHONE 571/227-2076	DATE <i>7-15-04</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>6</u> 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE 10/29/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr.</i>	TITLE Records Management Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached		
<i>cc Agency, NR nwmw</i>			

ACQ 300 — OFFICE OF ACQUISITIONS

This Category deals with policy, procedures, regulations, and operations relating to the procurement and contracting of commodities, services, and supplies for TSA programs and administrative needs.

Title	Description of Records	Disposition	Authority
1) ACQ 300 ACQUISITIONS	General material and correspondence relating to Procurement and Contracts too broad in scope to be filed under one of the specific subjects below.	Cut off at end of fiscal year. Destroy when 3 years old.	
2) ACQ 300.1 REPORTS AND STATISTICS	<p>a. Routine reports covering all subjects included under this primary subject. Case file by type of report as necessary.</p> <p>b. Substantive reports, studies, progress reports, and reports of significant accomplishments. Case file special or one-time reports as needed.</p>	<p>Cut off at end of fiscal year. Destroy when 3 years old.</p> <p>Cut off at end of fiscal year. Transfer to FRC 3 years after cut off. Destroy 15 years after cut off.</p>	
3) ACQ 300.2 PLANNING	Files contain drafts, background material, annual work plans, budget estimates, and final documents relating to program planning.	Cut off at end of fiscal year. Destroy when 3 years old.	
ACQ 300.3 COMMITTEES, MEETINGS, AND CONFERENCES	<p>a. Records relating to establishment, organization, membership, and policy of internal committees pertaining to procurement and contracts activities and functions. Subdivide committees and conferences, if necessary, and show name and date span of folder.</p> <p>b. Case file record copy of minutes and related materials, including agendas, and final reports.</p>	<p>Destroy 2 years after termination of committee.</p> <p>Destroy when 3 years old.</p>	<p>GRS 16/8a</p> <p>GRS 16/8b(1)</p>

ACQ 300 — OFFICE OF ACQUISITIONS

Title	Description of Records	Disposition	Authority
4) ACQ 300.3.1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, lodging accommodations, authority to attend, workpapers, acceptances, and regrets.	Destroy when 3 years old.	
5) ACQ 300.4 BUSINESS AGREEMENT FILES (CONTRACT FILES)	Contains contract, grant, MOU, inter and intra-agency agreements, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.		
	Contains requested written and electronic responses to requests for proposals from contractors including technical proposals, cost proposals, and staff proposals. Files also contain reference copies of contracts awarded for supportive services for research studies in TSA, slides sent in as examples of negotiation and analysis of proposals.		
	a. Acquisitions or purchase official file copy, and related papers. Arranged monthly by contract number.		
	1. Transactions equal to or more than \$100,000 and all construction contracts exceeding \$2,000.	Destroy 6 years and 3 months after closeout or final payment.	

ACQ 300 — OFFICE OF ACQUISITIONS

Title	Description of Records	Disposition	Authority
	2. Transactions under \$100,000 and construction contracts under \$2,000	Destroy 3 years after final payment.	
	3. Selected case (by the Chief Acquisition Officer) that set precedent or are unusual and pertain to major innovations. (Obligations of more than 1 million dollars.)	Transfer to FRC 2 years after final payment. Destroy 25 years after final payment.	
	b. Obligation copy. (This copy is maintained by the Office of Financial Management—See FIN 1000.10.1)	Destroy when funds are obligated.	GRS 3/3b
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion	GRS 3/3e
6) ACQ 300.4.1 Unsolicited Proposals	Unsolicited proposals and related review files and correspondence if filed separately from a contract file.	Cut off at end of fiscal year. Destroy when 3 years old.	
7) ACQ 300.4.2 Claims, Protests, Investigations, Cases Pending in Litigation, or Similar Matters	Includes correspondence and other documents related to solicitation or contract files, and decisions.	Destroy 3 years after claim is closed.	
ACQ—300.4.3 Files for Cancelled Solicitation	(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Request for Quotations) which were canceled prior to award of a contract. The files include	Destroy 5 years after date of cancellation.	GRS 3/5e(1)

ACQ 300 — OFFICE OF ACQUISITIONS

Title	Description of Records	Disposition	Authority
	presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.		
	2. Unopened bids.	Return to bidder.	GRS3/5c(2)
ACQ—300.5 REQUISITION FILES	Requisitions for supplies and equipment for current inventory.		
	a. Stockroom copy.	Destroy 2 years after completion or cancellation of requisition.	GRS 3/8a
	b. All other copies.	Destroy when 6 months old.	GRS 3/8b
ACQ—300.6 GENERAL TRAVEL AND TRANSPORTATION	Routine administrative records including correspondence, forms and related records pertaining to commercial and noncommercial agency travel and transportation and freight functions.	Cut off at end of fiscal year. Destroy when 2 years old.	GRS 9/4a
ACQ—300.6.1 Commercial Freight and Passenger Transportation Files	Issuing office copies of Government or commercial bills of lading, passenger transportation vouchers, transportation requests, travel authorizations, and supporting documents.	Destroy 6 years after period of account.	GRS 9/1e
8) ACQ 300.7 SOURCES OF SUPPLY	Material such as catalogs, surplus property lists and price list.	Destroy in agency when no longer needed.	
9) ACQ 300.8 POLICY	Consists of correspondence, drafts, notes, regulations, and other related documents	Destroy when superseded or obsolete.	

ACQ 300 — OFFICE OF ACQUISITIONS

Title	Description of Records	Disposition	Authority
<p>10) ACQ 300.9 E-MAIL AND WORD PROCESSING DOCUMENTS</p>	<p>pertaining to the Office of Acquisitions' policies.</p> <p>(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>Delete/destroy within 180 days after the recordkeeping copy has been produced.</p> <p>Delete when dissemination, revision, or updating is complete.</p>	