



**Addition to General Records Schedule 3, Procurement, Supply, and Grant Records**

<p><b>18. Office of Management and Budget (OMB) Circular No. A-76, Performance of Commercial Activities Files</b></p>	
<p><i>FAIR ACT RECORDS OMB-A-76</i></p>	
<p>Records documenting implementation of OMB Circular No. A-76, Performance of Commercial Activities. These records are created and maintained in paper and electronic formats and include but are not limited to inventories, reviews, consultations, summary reports, commercial activity codes, challenges, appeals, decisions, planning documents, public announcements, Federal Register notices, standard and streamlined competition documents, accountability statements, cost calculations, and performance measures.</p> <p>[NOTE: Procurement files related to Circular No. A-76 solicitations are scheduled under GRS 3, Item 3a, Routine Procurement Files.]</p> <p><b>18a.</b> Circular No. A-76 case files/studies maintained by office having primary responsibility.</p>	<p>Cut off when action is completed, hold 3 years, and retire to records center. Destroy 6 – 10 years after cut off.</p>
<p><b>18b.</b> Circular No. A-76 records maintained by other offices, including information copies and background material.</p>	<p>Cut off upon completion of study. Destroy 2 years after cut off.</p>

[NOTE: To implement this authority, each agency must select one fixed retention period, between 6 and 10 years, for the entire series of Circular No. A-76 case files or studies. Agencies are not authorized to use different retention periods for individual case files or studies. The agency should publish the chosen retention period in the agency's disposition manual, by directive, or any other issuance dealing with the disposition of these records.]