

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-GRS-95-4	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9/19/95	
1. FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Records Management Programs			
3. MINOR SUBDIVISION Civilian Appraisal Staff			
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Donovan	5. TELEPHONE (301) 713-7110 ext. 257	DATE 6/13/97	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>1</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 checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6/13/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Ch. J. NDZC	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.	GRS 3, item 3	

3. Routine Procurement Files

a. Contract, requisition, purchase order, lease and bond surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12)

Procurement or purchase organization copy and related papers.

(1) Transactions dated on or after July 3, 1995*

(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2000.

Destroy 6 years and 3 months after final payment.

(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2000.

Destroy 3 years after final payment.

(2) Transactions dated earlier than July 3, 1995

(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2000.

Destroy 6 years and 3 months after final payment.

(b) Transactions that utilize small purchase procedures and all construction contracts under \$2000.

Destroy 3 years after final payment.

*The effective date of the FAR rule defining "simplified acquisition threshold."