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USAID Washington Disposition Schedule Chapter 18: Procurement and Contracting Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 18 PROCUREMENT AND CONTRACTING RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
18010	Unique Procurement Files - Procurement files (as in Item 18030-18060 below) documenting the initiation and development of transactions that deviate from established precedents with respect to general Agency procurement programs.	Temporary. Send report of files to M/AS/IRD.
	Real Property Files - See Chapter 16 GENERAL SUPPORT SERVICE RECORDS, Item 16630)	
18020	General Correspondence Files - Correspondence files of operating procurement units concerning internal operations and administration matters not covered elsewhere in this schedule.	Temporary. Destroy when 2 yrs. old (GRS 3 Item 2)
18030	Routine Procurement Files - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 18010 and 16630). Note that the current simplified acquisition threshold is \$100,000. a. Procurement or purchase organization copy, and related papers. 1) Transactions EXCEEDING \$100,000 and all construction contracts exceeding \$2,000.	Temporary. Destroy 6 yrs. and 3 months after final payment. (GRS 3 Item 3.a.(1)(a)) Temporary. Destroy 3 yrs. after final payment. (GRS 3 Item 3.a.(1)(b)) Temporary. Destroy when funds are obligated. (GRS 3 Item 3.b.) Temporary. Destroy upon termination or completion. (GRS 3 Item 3.c.)
18040	2) Transactions AT or BELOW \$100,000 and all construction contracts under \$2,000.	
18050	b. Obligation copy.	
18060	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	
18070	Supply Management Files - 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). a. Copies received from other units for internal purposes or for transmission to staff agencies.	Temporary. Destroy when 2 yrs. old (GRS 3 Item 4.a)
18080	b. Copies in other reporting units, and related work papers.	Temporary. Destroy when 1 yrs. old. (GRS 3 Item 4.b)
18090	Solicited and Unsolicited Bids and Proposals Files a. Successful bids and proposals.	Temporary. Destroy with related contract case files

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GRS 3, Item 5.b.(1)	<p>b. Solicited and unsolicited unsuccessful bids and proposals. 1) Small Purchases AT or BELOW \$100,000 and all construction contracts under \$2,000</p>	<p>(see item 18030 - 18040 above). (GRS 3 Item 3) Temporary. Destroy 1 yr. after date of award or final payment, whichever is later. (GRS 3, Item 5.b.(1))</p>
18100	<p>2) When filed separately from contract case files, transactions EXCEEDING \$100,000 and all construction contracts exceeding \$2,000.</p>	<p>Temporary. Destroy when related contract is completed. (GRS 3 Item 5.b.(2)(a))</p>
18110	<p>3) When filed with contract case files, transactions EXCEEDING \$100,000 and all construction contracts exceeding \$2,000.</p>	<p>Temporary. Destroy with related contract case files (see items 18030 - 18040 above). (GRS 3 Item 5.b.(2)(b))</p>
18120	<p>c. Cancelled Solicitations Files. 1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Request for Quotations) which were cancelled prior to award of a contract. The files include pre-solicitation documentation on the requirement, and offers, which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.</p>	<p>Temporary. Destroy 5 yrs. after date of cancellation. (GRS 3 Item 5.c.(1))</p>
18130	<p>2) Unopened Bids.</p>	<p>Temporary. Return to bidder. (GRS 3 Item 5.c.(2))</p>
18140	<p>Telephone Records - Telephone statements and toll slips.</p>	<p>Temporary. Destroy 3 yrs. after period covered by related account. (GRS 3 Item 10)</p>
18150	<p>Contractors' Payroll Files - Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.</p>	<p>Temporary. Cut off files annually. Destroy 3 yrs. after date of completion of contract unless contract performance is subject of enforcement action on such date. (GRS 3 Item 11)</p>
18160	<p>Tax Exemption Files - Tax exemption certificates and related papers.</p>	<p>Temporary. Destroy 3 yrs. after period covered by</p>

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
		related account. (GRS 3 Item 12)
18170	Contractor's Statement of Contingent or Other Fees - Standard Form 119, Contractor's Statement of Contingent of Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	Temporary. Destroy when superseded or obsolete. (GRS 3 Item 16)
GRS 3	Small and Disadvantages Business Utilization Files – Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Public Law 95-507	Temporary. Destroy when 3 yrs. old.
GRS 3, Item 18	<p>Electronic Mail (E-mail) and Word Processing (WP) System Copies - Electronic copies of records that are created on E-mail and WP systems and used solely to generate a recordkeeping copy of the records described in this chapter. Also includes electronic copies of records created on E-mail and WP systems that are maintained for updating, revision, or dissemination.</p> <ul style="list-style-type: none"> a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal e-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. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. 	<p>Temporary. Destroy or delete within 180 days after the recordkeeping copy has been produced.</p> <p>Temporary. Destroy or delete when dissemination, revision, or updating is completed.</p>