



Instructions for COR File Format Checklist



As a Contracting Officer's Representative (COR) you are required to maintain adequate records to sufficiently document the performance of your duties as COR during the life of a contract, and forward such records to the Contracting Officer at the completion of the contract. To assist you in this effort, the following File Format Checklist was developed to assist you in your record keeping. The intent of this checklist is to facilitate the processing of all COR actions, assure file requirements are not inadvertently overlooked; present a professional work format; and effectuate a more expeditious review of COR files.

The checklist may be used in folders, notebooks, or other resources that consolidate the required information. Some contracts are larger and may require additional folders. Additional folders, if required, should be numbered (i.e., 1 of 3).

At a minimum all COR files should contain a copy of the following:

- a. The COR appointment letter.
- b. Names and telephone numbers of all technical and administrative personnel points of contact.
- c. The executed contract and all modifications. If applicable, copies of any Delivery/Task Orders and all modifications.
- d. All correspondence between you, the Contractor, and the Contracting Officer.
- e. Records of COR inspections and receiving/acceptance documents.
- f. Invoices and Monthly Progress Reports.

