



**USAID**  
FROM THE AMERICAN PEOPLE

USAID Washington Disposition Schedule  
Chapter 18: Procurement and Contracting Records  
A Mandatory Reference for ADS Chapter 502

Revision Date: 03/23/2006  
Responsible Office: M/AS/IRD  
File Name: 502mac18\_032306\_cd43

**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	<del>Unique Procurement Files</del> – 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. <b>Reserved for future use.</b>	<b>Temporary.</b> Send report of files to M/AS/IRD.
	<b>Real Property Files</b> - See Chapter 16 GENERAL SUPPORT SERVICE RECORDS, Item 16630)	
18020	<b>General Correspondence Files</b> - Correspondence files of operating procurement units concerning internal operations and administration matters not covered elsewhere in this schedule.	<b>Temporary.</b> Destroy when 2 yrs. old (GRS 3 Item 2)
	<b>Routine Procurement Files</b> - 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 \$250,000.	
18030	a. Procurement or purchase organization copy, and related papers. 1) Transactions <del>EXCEEDING \$100,000</del> and <del>all construction contracts exceeding \$2,000.</del> <b>Superseded by GRS 1.1, item 010.*</b>	<b>Temporary.</b> Destroy 6 yrs. and 3 months after final payment. (GRS 3 Item 3.a.(1)(a)-)
18040	2) Transactions <del>AT or BELOW \$100,000</del> and <del>all construction contracts under \$2,000.</del> <b>Superseded by GRS 1.1, item 010.*</b>	<b>Temporary.</b> Destroy 3 yrs. after final payment. (GRS 3 Item 3.a.(1)(b)-)
18050	b. Obligation copy. <b>Superseded by GRS 1.1, item 010.*</b>	<b>Temporary.</b> Destroy when funds are obligated. (GRS 3 Item 3.b.-)
18060	c. Other copies of records described above used by component elements of a procurement office for administrative purposes. <b>Superseded by GRS 1.1, item 011.**</b>	<b>Temporary.</b> Destroy upon termination or completion. (GRS 3 Item 3.c.-)
	<b>Supply Management Files</b> - 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).	
18070	a. Copies received from other units for internal purposes or for transmission to staff agencies.	<b>Temporary.</b> Destroy when 2 yrs. old (GRS 3 Item 4.a)
18080	b. Copies in other reporting units, and related work papers.	<b>Temporary.</b> Destroy when 1 yrs. old. (GRS 3 Item 4.b)
	<b>Solicited and Unsolicited Bids and Proposals Files</b>	
18090	a. <b>Successful bids and proposals.</b>	<b>Temporary.</b> Destroy with related contract case files

**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
GRS 3, Item 5.b.(1)	<p><b>b. Solicited and unsolicited unsuccessful bids and proposals.</b>                      1) Small Purchases <b>AT or BELOW \$100,000</b> and <b>all construction contracts under \$2,000</b></p>	<p>(see item 18030 - 18040 above). (GRS 3 Item 3)   <b>Temporary.</b> 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 <b>EXCEEDING \$100,000</b> and <b>all construction contracts exceeding \$2,000.</b></p>	<p><b>Temporary.</b> Destroy when related contract is completed. (GRS 3 Item 5.b.(2)(a))</p>
18110	<p>3) When filed with contract case files, transactions <b>EXCEEDING \$100,000</b> and <b>all construction contracts exceeding \$2,000.</b></p>	<p><b>Temporary.</b> Destroy with related contract case files (see items 18030 - 18040 above). (GRS 3 Item 5.b.(2)(b) )</p>
18120	<p><b>c. Cancelled Solicitations Files.</b>                      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><b>Temporary.</b> Destroy 5 yrs. after date of cancellation. (GRS 3 Item 5.c.(1))</p>
18130	<p>2) Unopened Bids.</p>	<p><b>Temporary.</b> Return to bidder. (GRS 3 Item 5.c.(2))</p>
18140	<p><b>Telephone Records</b> - Telephone statements and toll slips.</p>	<p><b>Temporary.</b> Destroy 3 yrs. after period covered by related account. (GRS 3 Item 10)</p>
18150	<p><b>Contractors' Payroll Files</b> - Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.</p>	<p><b>Temporary.</b> 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><b>Tax Exemption Files</b> - Tax exemption certificates and related papers.</p>	<p><b>Temporary.</b> Destroy 3 yrs. after period covered by</p>

**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
		related account. (GRS 3 Item 12)
18170	<b><u>Contractor's Statement of Contingent or Other Fees</u></b> - 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.	<b>Temporary.</b> Destroy when superseded or obsolete. (GRS 3 Item 16)
GRS 3	<b><u>Small and Disadvantaged Business Utilization Files</u></b> – Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Public Law 95-507	<b>Temporary.</b> Destroy when 3 yrs. old. (GRS 3 Item 17)
	<p><b><u>Electronic Mail (E-mail) and Word Processing (WP) System Copies</u></b> - 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"> <li>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.</li> <li>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</li> </ul>	<p><b>Temporary.</b> Destroy or delete within 180 days after the recordkeeping copy has been produced. (GRS 20, Item 14)</p> <p><b>Temporary.</b> Destroy or delete when dissemination, revision, or updating is completed. (GRS 20, Item 13)</p>

Item	Records Description		Disposition Instruction	Disposition Authority
*GRS 1.1, 010	<p><b>Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting.</b></p> <p>Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.</p>	<b>Official record held in the office of record.</b>	<b>Temporary.</b> Destroy 6 years after final payment or cancellation.	DAA-GRS-2013-0003-0001
**GRS 1.1, 011	<p>Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.</p> <p><b>Procuring goods and services</b> is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. <b>Paying bills</b> means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• requisitions</li> <li>• purchase orders</li> <li>• interagency agreements</li> <li>• Military Interdepartmental Purchase Requests (MIPRs)</li> <li>• printing requisitions to the Government Printing Office</li> <li>• memoranda of agreement specifying a financial obligation</li> <li>• solicitations/requests for bids, quotations or proposals for contracts and competitive grants</li> <li>• proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants</li> <li>• contingent fee justifications</li> <li>• legal and financial instruments such as bond and surety records</li> <li>• FAIR Act (A-76) records linked directly to specific procurement actions</li> <li>• credit card/purchase card/charge card statements and supporting documentation</li> <li>• vendor tax exemption records</li> <li>• invoices</li> <li>• leases</li> <li>• recurring financial transactions such as utility and communications invoices</li> <li>• documentation of contractual administrative requirements submitted by contractors such as status reports</li> <li>• correspondence and papers pertaining to award, administration, receipt, inspection of and</li> </ul>	<b>All other copies.</b> Copies used for administrative or reference purposes	<b>Temporary.</b> Destroy when business use ceases.	DAA-GRS-2013-0003-0002

Item	Records Description	Disposition Instruction	Disposition Authority
	<p>payment for goods and services in this list</p> <ul style="list-style-type: none"> <li>• records of financing employee relocations</li> </ul> <p><b>Collecting debts</b> includes the collection of income from all sources (excluding taxation). Collections records document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:</p> <ul style="list-style-type: none"> <li>• records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and other collections from the public, including: <ul style="list-style-type: none"> <li>○ cash register transaction records</li> <li>○ credit card and charge cards receipts</li> <li>○ records documenting deposits</li> <li>○ records documenting allocation of fees to funds/accounts</li> <li>○ deposit lists and logs</li> <li>○ customer orders</li> <li>○ revolving fund records</li> </ul> </li> <li>• fee and fine collection records</li> <li>• garnishments</li> <li>• sale of excess and surplus personal property</li> <li>• fee or rate schedules and supporting documentation</li> <li>• out-leases of Federal property</li> <li>• debt collection files and cash receipts</li> <li>• writeoffs</li> <li>• copies of checks</li> <li>• payment billing coupons</li> <li>• letters from lenders</li> <li>• payment records</li> <li>• money orders</li> <li>• journal vouchers</li> <li>• collection schedules</li> </ul> <p><b>Accounting</b> is the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to</p>		

Item	Records Description	Disposition Instruction	Disposition Authority
	<p>assist in establishing an agency's resource allocation priorities. Accounting records include those such as:</p> <ul style="list-style-type: none"> <li>• accountable officers' records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit, but excluding payroll records, and accounts pertaining to American Indians.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>○ statements of transactions</li> <li>○ statements of accountability</li> <li>○ collection schedules and vouchers</li> <li>○ disbursement schedules and vouchers</li> </ul> <ul style="list-style-type: none"> <li>• vouchers</li> <li>• certificates of closed accounts</li> <li>• certificates of periodic settlements</li> <li>• general funds files</li> <li>• general accounting ledgers</li> <li>• appropriation, apportionment, and allotment files</li> <li>• posting and control files</li> <li>• bills of lading</li> <li>• transportation and travel requests, authorizations, and vouchers</li> <li>• commercial freight vouchers</li> <li>• unused ticket redemption forms</li> </ul> <p><b>Legal citation:</b> 28 U.S. Code 2401(a)</p> <p><b>Note 1:</b> Procurement and other financial files that stand out because of high dollar value, media attention, historical value, research value, or other extenuating circumstances may have permanent value. Agencies that believe they hold such files should submit a records schedule to NARA.</p> <p><b>Note 2:</b> Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. Such records should be reviewed and scheduled appropriately by the agency since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.</p> <p><b>Note 3:</b> The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years.</p>		