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USAID Mission Disposition Schedule Chapter 38: Procurement and Supply Records

A Mandatory Reference for ADS Chapter 502

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USAID MISSION DISPOSITION SCHEDULE

CHAPTER 38 PROCUREMENT AND SUPPLY RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
38010	General Correspondence Files - Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this Schedule.	Temporary. Destroy when 2 years old. (GRS 3, Item 2)
38020	Routine Procurement Files - Contract, requisition, purchase, order, lease, and bond and surety records, including correspondence and related papers pertaining to awards, administration, receipt, inspection, and payment (other than those covered in Item 38010 above). 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))
38030	(2) Transactions AT or BELOW \$100,000 and all construction contracts under \$2,000.	Temporary. Destroy 3 years after final payment. (GRS 3, Item 3.a.(1)(b))
38040	b) Obligation copy.	Temporary. Destroy when funds are obligated. (GRS 3, Item 3.b.)
38050	c) Other copies of records above used by component elements of an office for administrative purposes.	Temporary. Destroy upon termination or completion of procurement action. (GRS 3, Item 3.c.)
38060	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). a. Copies received from other units for internal purposes or for transmission to staff agencies.	Temporary. Destroy when 2 yrs. old. (GRS 3, Item 4a.)
38070	b. Copies in other reporting units and related work papers.	Temporary. Destroy when 1 yr. old. (GRS 3, Item 4b.)
38080	Solicited and Unsolicited bids and Proposals Files a) Successful bids and proposals.	Temporary. Destroy with related contract case files (see 38020 or 38030). (GRS 3, Item 3.a.)
GRS 3 Item	b) Solicited and unsolicited unsuccessful bids and proposals (1) Small Purchases AT or BELOW \$100,000 and all construction contracts under \$2,000.	Temporary. Destroy 1 yr.

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5.b.(1)		after date of award or final payment, whichever is later.
38090	(2) When filed separately from contract case files, transactions EXCEEDING \$100,000 and all construction contracts exceeding \$2,000.	Temporary. Destroy when related contract is completed. (GRS 3, Item 5.b.(2)(a))
38100	(3) When filed with contract case files, transactions EXCEEDING \$100,000 and all construction contracts exceeding \$2,000.	Temporary. Destroy with related contract case files (see 38020 or 38030) (GRS 3, Item 5..(2)(b))
38110	Reproduction and Distribution Files - Records relating to requisitions for printing and all supporting papers. a) Printing procurement unit copy of requisitions, invoice specifications, and related papers.	Temporary. Destroy 3 yrs. after completion or cancellation of requisition. (GRS 3, Item 6.a.)
38120	b) Accounting copy of requisition.	Temporary. Destroy 3 yrs. after period covered by related account. (GRS 3, Item 6.b.)
38130	Nonpersonal Requisition File - Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts, Chapter 36, Items 35010, 35020).	Temporary. Destroy when 1 yr. old. (GRS 3, Item 7)
38140	Equipment and Supplies Requisition File - Requisition for supplies and equipment for current office use. a) Stockroom copy.	Temporary. Destroy 2 yrs. after completion or cancellation of requisition. (GRS 3, Item 8.a.)
38150	b) All other copies.	Temporary. Destroy when 6 months old. (GRS 3, Item 8.b.)
38160	Unique Procurement Files - Unique procurement files are no longer covered in the GRS. With the standardization of the Government-wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file has long-term research value, the Agency's Records Officer should submit an SF-115.	Temporary. Send report of files holdings to M/AS/IRD for review.
GRS 3, Item 18	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. 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.	Temporary. Destroy or delete within 180 days after the recordkeeping copy has been produced. Temporary. Destroy or delete

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	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	when dissemination, revision, or updating is completed.