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USAID Mission Disposition Schedule Chapter 38: Procurement and Supply Records

A Mandatory Reference for ADS Chapter 502

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	<p>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).</p> <p>a) Procurement or purchase organization copy, and related papers. (1) Transactions EXCEEDING \$100,000 and all construction contracts exceeding \$2,000. Superseded by GRS 1.1, item 010.*</p> <p>38030 (2) Transactions AT or BELOW \$100,000 and all construction contracts under \$2,000. Superseded by GRS 1.1, item 010.*</p> <p>38040 b) Obligation copy. Superseded by GRS 1.1, item 010.*</p> <p>38050 c) Other copies of records above used by component elements of an office for administrative purposes. Superseded by GRS 1.1, item 011.**</p>	<p>Temporary. Destroy 6 yrs. and 3 months after final payment. (GRS 3, Item 3.a.(1)(a))</p> <p>Temporary. Destroy 3 years after final payment. (GRS 3, Item 3.a.(1)(b))</p> <p>Temporary. Destroy when funds are obligated. (GRS 3, Item 3.b.)</p> <p>Temporary. Destroy upon termination or completion of procurement action. (GRS 3, Item 3.c.)</p>
38060	<p>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).</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p>	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	<p>Solicited and Unsolicited bids and Proposals Files</p> <p>a) Successful bids and proposals.</p>	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. (GRS 3 Item 5.b. (1))
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/MS/IRD for review.
	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	Temporary. Destroy or delete within 180 days after the recordkeeping copy has been produced. (GRS 20,

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	copy. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Item 14) Temporary. Destroy or delete when dissemination, revision, or updating is completed. (GRS 20, Item 13)

Item	Records Description		Disposition Instruction	Disposition Authority
*GRS 1.1, 010	<p>Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting.</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>	Official record held in the office of record.	Temporary. 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>Procuring goods and services 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. Paying bills 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"> • contracts • requisitions • purchase orders • interagency agreements • Military Interdepartmental Purchase Requests (MIPRs) • printing requisitions to the Government Printing Office • memoranda of agreement specifying a financial obligation • solicitations/requests for bids, quotations or proposals for contracts and competitive grants • proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants • contingent fee justifications • legal and financial instruments such as bond and surety records • FAIR Act (A-76) records linked directly to specific procurement actions • credit card/purchase card/charge card statements and supporting documentation • vendor tax exemption records • invoices • leases • recurring financial transactions such as utility and communications invoices • documentation of contractual administrative requirements submitted by contractors such as status reports • correspondence and papers pertaining to award, administration, receipt, inspection of and 	All other copies. Copies used for administrative or reference purposes	Temporary. 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"> • records of financing employee relocations <p>Collecting debts 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"> • 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"> ○ cash register transaction records ○ credit card and charge cards receipts ○ records documenting deposits ○ records documenting allocation of fees to funds/accounts ○ deposit lists and logs ○ customer orders ○ revolving fund records • fee and fine collection records • garnishments • sale of excess and surplus personal property • fee or rate schedules and supporting documentation • out-leases of Federal property • debt collection files and cash receipts • writeoffs • copies of checks • payment billing coupons • letters from lenders • payment records • money orders • journal vouchers • collection schedules <p>Accounting 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"> • 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. Includes: <ul style="list-style-type: none"> ○ statements of transactions ○ statements of accountability ○ collection schedules and vouchers ○ disbursement schedules and vouchers • vouchers • certificates of closed accounts • certificates of periodic settlements • general funds files • general accounting ledgers • appropriation, apportionment, and allotment files • posting and control files • bills of lading • transportation and travel requests, authorizations, and vouchers • commercial freight vouchers • unused ticket redemption forms <p>Legal citation: 28 U.S. Code 2401(a)</p> <p>Note 1: 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>Note 2: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>Note 3: 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>		