

CHANGE REQUEST COVER SHEET

Change Request Number: 12-22

Date Received: 1/17/2012

Title: Electronic Records Retention and Closeout

Name: Eugene Scott

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Policy OR Guidance: Guidance

Section/Text Location Affected: T3.10.1-11 and T3.13.1-7

Summary of Change: The change expressly allows for the retaining of contract files in electronic format and transferring to the federal records center contract files in electronic format.

Reason for Change: The change is made to conform to the requirements of the National Archives and Records Administration's (NARA) records retention policies and streamline the closing out of contracts.

Development, Review, and/or Concurrence: The document was reviewed by the Procurement Policy Team; ARC acquisition; National Acquisition Evaluation Program and Office of Chief Counsel.

Target Audience: All AMS users

Potential Links within FAST for the Change: None

Briefing Planned: No

ASAG Responsibilities: Approve

Potential Links within FAST for the Change: None

Links for New/Modified Forms (or) Documents (LINK 1)

Links for New/Modified Forms (or) Documents (LINK 2)

Links for New/Modified Forms (or) Documents (LINK 3)

SECTIONS EDITED:

Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 7 : Records Retention [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

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Section 7 : Records Retention

Old Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 7 : Records Retention

FAA Order 1350.15C, "Records Organization, Transfer, and Destruction Standards" describes retention periods and destruction information for acquisition and procurement files. Generally closed official contract, purchase order, and lease files are transferred to the Federal Records Center after final payment. These records are then destroyed 6 years and 3 months after final payment, while actions below \$100,000 are destroyed 3 years after final payment. See item number 4400, Acquisition and Procurement, of FAA Order 1350.15C for full instructions on record retentions.

New Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 7 : Records Retention

FAA Order 1350.15C, "Records Organization, Transfer, and Destruction Standards" describes retention periods and destruction information for acquisition and procurement files. Generally, closed official contract, purchase order, and lease files are transferred to the Federal Records Center after final payment. These records may be [transferred in an electronic format](#) consistent with [Federal Records Center procedures](#). These records are then destroyed 6 years and 3 months after final payment, while actions below \$100,000 are destroyed 3 years after final payment. See item number 4400, Acquisition and Procurement, of FAA Order 1350.15C for full instructions on record retentions.

Red Line Content: Procurement Guidance:

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