

**DISTRICT OF COLUMBIA  
GENERAL RECORDS SCHEDULE 3**

**Procurement, Supply, and Grant Records**

This schedule covers the most frequently found agency records relating to procurement, supply, and grant programs. Since many District agencies conduct grant programs which document projects contracted between the agency and an outside party, grant records are included as an adjunct to procurement and supply records. This schedule also covers bid records, inventory records, telephone toll records, and contractors' payroll records.

D.C. government agency procurement and supply records document the acquisition of goods and nonpersonal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The basic procurement files reflect a considerable range of procedure, from simple small purchases to complicated prime contractor and subcontractor operations.

Frequently copies of procurement papers become integral parts of other files in the agency, such as project files of various types or general subject files pertaining to program operations. Such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files for which they are a part.

The General Accounting Office no longer requires agencies to maintain a separate file of contracts for site audit. The agency contract files maintained in the contracting officer's office are accessible to GAO auditors and have generally been used in the past.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the U.S. government which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Records documenting procurement and supply in agencies are largely standardized by various regulations, but the physical arrangement of the transaction files themselves differs in the various agencies. In all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase documents, specifications, bids, schedules of delivery, initiating requisitions, invoices, and correspondence. Other copies of these documents made for expediting and other administrative purposes are scattered throughout the inspection, shipping, expediting, and other units of the agency procurement organization.

Other files related to the procurement and supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with government-wide programs, local requisition, stock inventory files, and other minor supply papers.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	<p><b>Permanent Records (Unique).</b></p> <p>Procurement files documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs, other than those covered by Item 13 (below).</p>	<p>Submit request for disposition authority to D.C. Archives.</p>
2.	<p><b>Real Property Records.</b></p> <p>Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).</p> <p>a. Papers for property acquired prior to January 1, 1921.</p> <p>b. Papers for property acquired since January 1, 1921, other than abstract or certificate of title.</p> <p>c. Abstract or certificate of title.</p>	<p>Submit request for disposition authority to D.C. Archives.</p> <p>Destroy 10 years after unconditional sale or release by the D.C. government of conditions, restrictions, mortgages or other liens.</p> <p>Transfer to purchaser after unconditional sale or release by the D.C. government of conditions, restrictions, mortgages, or other liens.</p>
3.	<p><b>General Correspondence Files.</b></p> <p>Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in the DCGRS.</p>	<p>Destroy when 2 years old.</p>
4.	<p><b>Routine Procurement Records.</b></p> <p>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 1, 2, 13, and 15).</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.</p>	<p>Destroy 6 years and 3 months after final payment.</p>

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	2) Transactions of 310,000 or less and construction contracts under 32,000.	Destroy 3 years after final payment. (Close files at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.)
	b. Obligation copy.	Destroy when funds are obligated.
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.
5.	<b>Supply Management File.</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).	
	a. Copies received from other units for internal purposes or for transmission to staff agencies.	Destroy when 2 years old.
	b. Copies in other reporting units, and related work papers.	Destroy when 1 year old.
6.	Solicited and Unsolicited Bids and Proposals Files.	
	a. Successful bids and proposals.	Destroy with related contract case files (see Item 4 of this schedule).
	b. Solicited and unsolicited unsuccessful bids and proposals.	
	1) When filed separately from contract case files.	Destroy when related contract is completed.
	2) When filed with contract case files.	Destroy with related contract case files (see Item 4 of this schedule).
	c. Cancelled solicitations files.	
	1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals. Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any	Destroy 5 years after date of cancellation.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	
	2) Unopened bids.	Return to bidder.
	d. Lists or card files of acceptable bidders.	Destroy when superseded or obsolete.
7.	<b>Public Printer Records.</b>	
	Records relating to requisitions on the Printer, and all supporting papers.	
	a. Printing procurement unit copy of can requisition, invoice, specifications, and related papers.	Destroy 3 years after completion or cancellation of requisition.
	b. Accounting copy of requisition.	Destroy 3 years after period covered by related account.
8.	<b>Nonpersonal Requisition File Records.</b>	
	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts. See DCGRS 6).	Destroy when 1 year old.
9.	<b>Inventory Requisition File Records.</b>	
	Requisitions for supplies and equipment for current inventory.	
	a. Stockroom copy.	Destroy 2 years after completion or cancellation of requisition.
	b. All other copies.	Destroy when 6 months old.
10.	<b>Inventory Files.</b>	
	a. Inventory lists.	Destroy 2 years from date of list.
	b. Inventory cards.	Destroy 2 years after discontinuance of item, or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the DCGRS.	Destroy 2 years after date of survey action or date of posting of posting medium.
11.	<b>Telephone Records.</b>  Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
12.	<b>Contractor's Payroll Files.</b>  Contractor's payrolls (construction contracts) submitted in accordance with Labor Dept. regulations, with related certifications, anti-kickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.
13.	<b>Tax Exemption Files.</b>  Tax exemption certificates and related papers.	Destroy 3 years after period covered by related account.
14.	<b>Grant Application File Records.</b>  Applications, memorandums, correspondence and other records relating to the decision to accept or reject grant applications.  a. Rejected applications.  b. Accepted applications.	Destroy 5 years after rejection.  See Item 15 of this schedule.
15.	<b>Grant Case File Records.</b>  Proposals or applications, contracts, project reports, studies, certificates, agreement memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets.	Submit request for disposition authority to D.C. Archives.
16.	<b>Grant Control File Records.</b>  Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.	Destroy when superseded or obsolete.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
17.	<b>Grant Correspondence and Subject Records.</b>	
	a. Correspondence and/or subject files including memorandums, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures and the management and evaluation of grants.	Submit request for disposition authority to D.C. Archives.
	b. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	Destroy when 2 years old.
18.	<b>Final Product File Records.</b>	
	Published reports, books, studies, audio-visual materials, or any other final grant product and related records in textual or machine-readable form.	Submit request for disposition authority to D.C. Archives.