

ACQUISITIONS MANAGEMENT

Class Code	Title	Retention after folder closure	Security Code*
ACM-1.00	Acquisition Management Policy	Permanent	
ACM-1.10	Acquisition Management General Files	6 years	
ACM-1.11	Reserved – Use ACM-1.10		
ACM-2.00	Acquisition Management Reports	6 years	FOUO
ACM-4.00	Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)	6 years 3 months	PA
ACM-4.10	Procurement Transactions at or Below the Simplified Acquisition Threshold (\$150,000)	3 years	PA
ACM-4.20	Solicited and Unsolicited Bid and Proposals	1 year	
ACM-4.30	Reserved – Use ACM-4.00		
ACM-4.40	Reserved – Use ACM-4.00		
ACM-4.50	Canceled Solicitations	5 years	
ACM-4.60	Acceptable Bidders Lists	See Schedule	
ACM-4.61	Procurement Registers	See Schedule	
ACM-4.70	Reserved – Use ACM-4.00		
ACM-4.80	Reserved – Use ACM-4.10		
ACM-6.00	Small and Disadvantaged Business Utilization	3 years	
ACM-10.00	Integrated Charge Card Program	3 years	

*Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-1.00	<p>Acquisition Management Policy</p> <p>Case file for official policy (including final rules and solicitor opinions), guidelines, and procedures that govern acquisition management activities that are not included in the master set of directives. Includes correspondence, memorandums, e-mail and other documentation relating to the creation and implementation of official policy, guidance, and procedures.</p>	<p>DISPOSAL NOT AUTHORIZED</p>
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT: Close files at the end of calendar year when policy is superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record)</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-1.10	<p>Acquisition Management General Files</p> <p>General subject files including correspondence, memorandums, e-mail and other documentation relating to acquisition management subjects.</p>	
	<p>NOTE: Use case files for program specific documentation.</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary - Close file at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-2.00	<p>Acquisition Management Reports</p> <p>Acquisition management recurring reports which are superseded or revised on a periodic basis and are required for current business operations.</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary: Close file at the end of fiscal year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-4.00	<p>Procurement Transactions Exceeding the Simplified Acquisition Threshold (\$150,000)</p> <p>Case files relating to routine acquisition of equipment, materials, supplies, services, and warranties. Including:</p> <ul style="list-style-type: none"> > General Correspondence > Purchase Requests and acquisition planning information > Contracts > Contract administrative supporting documents > Financial Assistance > Requisitions > Purchase Orders > Advertising > Bonds and Surety Records > Contract Awards > Final Payment Vouchers 	
	<p>NOTE: Use PRJ-8.10 for Project Construction and A&E Contract case files.</p> <p>NOTE: Use ADM-13.00 for financial assistance agreements where there is substantial involvement by Reclamation.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer/Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary – Close file at end of fiscal year when final payment is issued or upon resolution of legal action and appeals.</p> <p>Paper/film/electronic: Destroy in agency 6 years 3 months after closure.</p> <p>Retain working reference copy in agency and destroy 6 years 3 months after final payment was issued or sooner if not required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-7, WBR-45</p> <p>Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 3.3a(1)(a)</p>

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-4.10	<p>Procurement Transactions at or Below the Simplified Acquisition Threshold (\$150,000)</p> <p>Case files relating to routine acquisition of equipment, materials, supplies, services and warranties. Including:</p> <ul style="list-style-type: none"> > General Correspondence > Purchase Requests and acquisition planning information > Contracts > Contract administrative supporting documents > Financial Assistance > Requisitions > Purchase Orders > Advertising > Bonds and Surety Records > Contract Awards > Final Payment Vouchers > Charge card transactions (non-environmental) 	
	<p>NOTE: Use PRJ-8.10 for Project Construction and A&E Contract case files.</p> <p>NOTE: Use ENV-1.10 for environmental charge card transactions.</p> <p>NOTE: Use ADM-13.00 for financial assistance agreements where there is substantial involvement by Reclamation.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary – Close file at the end of fiscal year when final payment is issued or upon resolution of legal action and appeals.</p> <p>Paper/Film/Electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy 3 years after final payment is issued or sooner if not required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-7, WBR-45</p> <p>Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 3.3a(1)(b)</p>

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-4.20	<p>Solicited and Unsolicited Bids and Proposals</p> <p>General files relating to unsuccessful bids and proposals related to procurement and financial assistance actions, including:</p> <ul style="list-style-type: none"> > Invitation for bids > Request for proposals > Quotations > Pre-award documentation > Notice of cancellation and similar documentation 	
	<p>NOTE: File successful bids and proposals with contract award file.</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary – Close file at the end of fiscal year after date of award or final payment.</p> <p>Paper/Film/Electronic: Destroy in agency 1 year after closure.</p> <p>Retain working reference copy in agency and destroy when 1 year old or sooner if not required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 3.5b(1)</p>

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-4.50	<p>Canceled Solicitations</p> <p>Case files of formal solicitations to provide products and services which were canceled prior to award of contract. Including:</p> <ul style="list-style-type: none"> > Invitation for bids > Request for proposals > Quotations > Pre-award documentation > Notice of cancellation and similar documentation 	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instruction -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary – Close file at end of calendar year after effective date of cancellation.</p> <p>Paper/Film/Electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if not required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 3.5c(1)</p>

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-4.60	Acceptable Bidders List	
	Official File Copy - Disposal Instructions -	Temporary – Close file after last entry. Paper/film/electronic: Destroy in agency when superseded, obsolete, or no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-94-2 GRS 3.5d

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-4.61	<p>Procurement Registers</p> <p>Registers or logs which record and control the assignment of numbers to purchase orders, requisitions, job orders, printing requisitions, amendments, and similar documents related to processing procurement actions.</p>	
	<p>Official File Copy -</p> <p>Disposal Instructions -</p>	<p>Temporary – Close file after last entry.</p> <p>Paper/film/electronic: Destroy in agency when no longer required for reference.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-2

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-6.00	<p>Small and Disadvantaged Business Utilization</p> <p>Administrative program files relating to the Small Business Program (SBP). Including:</p> <ul style="list-style-type: none"> > HUBZone Small Business Concerns (SBC) > Veterans Entrepreneurship and Small Business Development > Small or Disadvantaged Business set-aside and other similar documentation 	
	<p>Authorizations:</p> <p>Small Business Act of 1958 Small Business Investment Act of 1958, P.L. 95-507 Business Opportunity Development Reform Act of 1988, P.L. 100-656 Small Business Regulatory Fairness Act of 1996, P.L. 104-121 Small Business Reauthorization Act of 1997, P.L. 105-135 HUBZone Act of 1997, Title VI Veterans Entrepreneurship and Small Business Development Act of 1999, P.L. 106-50 Executive Orders 11625, 12138, 12432, 12928, 12866 24 CFR, Part 85, section 36(e)</p>	
	<p>NOTE: Use ACM-4.00 or ACM-4.10 for contracts awarded under the SBP.</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary – Close file at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 year old or sooner if not required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 3.17</p>

ACQUISITIONS MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
ACM-10.00	<p>Integrated Charge Card Program</p> <p>Administrative charge card program files relating to the management of Government-wide integrated charge cards. Including administrative directives and similar materials.</p>	
	<p>NOTE: Use ADM-16.00 for credit card user files.</p>	
	<p>Authorizations:</p> <ul style="list-style-type: none"> > OMB Circular A-123, Appendix B > DOI Integrated Charge Card Guide > Federal Acquisition Circular No. 2005-05 > Federal Acquisition Regulations (FAR) Part 4, 8, 13, 32 	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary – Close file at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 year old or sooner if not required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1</p>