

INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER NPM-ACQU-1	SUBJECT Contract File Location, Organization and Retention Policy. <u>Revised May, 2009</u>	RELEASE NUMBER #07-18
FOR FURTHER INFORMATION Office of Acquisition and Property Management		DATE MAY 07 2009

EXPLANATION OF MATERIAL TRANSMITTED:

The purpose of this policy is to ensure that BIA Acquisition Personnel adhere to and comply with the appropriate Contract File Location, Organization and Retention Policy. Revised May 2009



Kathy Daum
Director, Office of Acquisition and
Property Management

FILING INSTRUCTIONS:

Remove: None

Insert: NPM-ACQU-1 (New)



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

National Policy Memorandum

**Assistant Secretary - Indian Affairs
Deputy Assistant Secretary - Management
Office of Acquisition and Property Management**

Number: NPM-ACQU-1

Effective: MAY 07 2009

Expires: MAY 07 2010

Title: Contract File Location, Organization and Retention Policy

1. Purpose

The purpose of this policy is to ensure that Indian Affairs (IA) Acquisition Personnel adhere to and comply with the appropriate Contract File Location, Organization and Retention Policy.

Indian Affairs Acquisition Personnel shall maintain contract file location, organization and retention in an organized and standardized manner to ensure the ability to promptly locate contract files.

2. Scope

This policy applies to all Indian Affairs (IA) Acquisition Personnel, to include the Assistant Secretary – Indian Affairs, the Bureau of Indian Affairs, and the Bureau of Indian Education.

3. Policy

In regards to Contract File Location, Organization and Retention Policy, Indian Affairs Acquisition Personnel must adhere to the rules and regulations based on the following Federal Government policy levels listed below:

- A. Federal Acquisition Regulation (FAR) 4.8
- B. Department of Interior Acquisition Regulation (DIAR) 1404.7
- C. Departmental Manual 380 (DM) 3
- D. Bureau of Indian Affairs Manual* (19 BIAM, Acquisition Supplement 14), located on the Indian Affairs Intranet under Directives > Current Directives > Bureau of Indian Affairs Manuals

It is imperative that Indian Affairs contract files be maintained in a central location, with an appropriate nomenclature and numbering system. Only those contract files that are currently being worked on can be held in the work space of each employee, but must be stored in a secure location at the end of each work day. Once an employee no longer has a need to work on the contract file, it must be returned to a central contract file location within the appropriate Acquisition Office.

In the event management, auditors or the Office of Inspector General (OIG) request a contract file, said file must be provided to them immediately. If the requested contract file cannot be located, an electronic version from IDEAS should be provided with the official contract file to follow.

In addition to the policy discussed above, Indian Affairs must also comply with special requirements regarding contract files containing Trust Information in accordance with the American Indian Trust Fund Management Reform Act of 1994 (Public Law 103- 412). Therefore, special care must be given to contract file location, organization and retention in relation to:

- A. American Indian trust Reform Activities
- B. Administration of Individual Indian Money (IIM) Accounts

Additionally, all contract files related to American Indian Trust Records must be retained indefinitely.

4. Roles and Responsibilities

Director, Office of Acquisition and Property Management (OAPM) is responsible for Acquisition and Property Management for Indian Affairs.

Acquisition Personnel are responsible for assembling complete contract files, maintained under their control as working files. Once completed, files shall be transferred to a central filing location within the Acquisition Office.

Indian Affairs (IA) Acquisition Supervisors are responsible to ensure that subject policy is adhered to by Acquisition Personnel.

For any questions regarding the policies set forth in this national policy memorandum, please contact Kathy Daum at (703) 390-6460.

5. Approvals



Grayford Payne
Acting Deputy Assistant Secretary - Management

05/07/09

Date

Note* The Bureau of Indian Affairs (BIAM) is currently under revision and will be converted to the Indian Affairs Manual (IAM)