

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 15**

**PURGING PROCUREMENT DESKTOP DOCUMENTS
SEPTEMBER 2010**

I. BACKGROUND

The Office of Acquisition Management, Harpers Ferry Center, prepares and maintains electronic version and hard copy originals of contract documents which include contracts, task orders, delivery orders, purchase orders, and modifications that have been negotiated and awarded by Harpers Ferry Center, Office of Acquisition Management personnel.

II. PURPOSE

The purpose of this Administrative Guideline is to set forth guidelines and procedures for purging the electronic version of the documents in Procurement Desktop.

III. POLICY

Electronic files in Procurement Desktop are required to be maintained for the following periods:

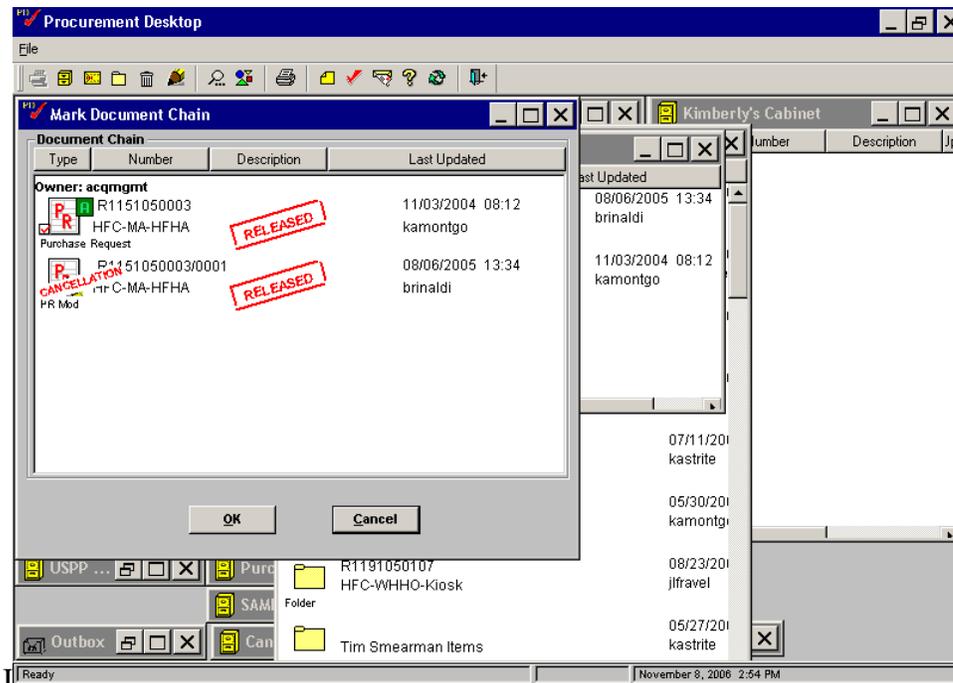
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|---|--|
| • Purchase orders less than \$25,000 | 3 years after final payment |
| • Purchase orders more than \$25,000 | 6 years and 3 months after final payment |
| • Indefinite Delivery Indefinite Quantity Contracts | 6 years and 3 months after final payment |
| • Supply and Equipment Contracts | 6 years and 3 months after final payment |
| • Construction Contracts | 6 years and 3 months after final payment |
| • Professional Services (A&E) Contracts | 6 years and 3 months after final payment |
| • Research Contracts | 6 years and 3 months after final payment |

Once the specified period has lapsed, electronic files in Procurement Desktop should be “marked” for purging. The hard copy originals shall continue to be disposed of in accordance with NPS Records Disposition Schedule, NPS-19 (Appendix B) which can be accessed at <http://data2int.itc.nps.gov/wapc/records/nps19app-b.pdf>.

To mark a file to be purged in Procurement Desktop:

- Highlight the file that you want “purged.”
- Select “File” and then go down and select “Mark/unmark.”

A “Mark Document Chain” window as shown below will appear, if the information in the window is correct, select “OK.”

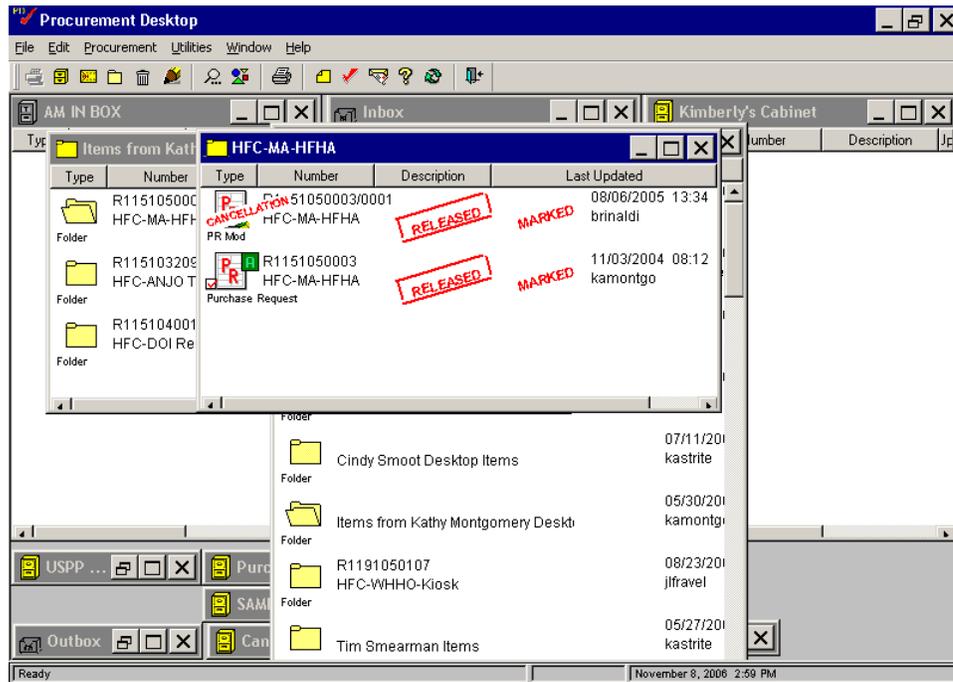


IMPORTANT NOTE:

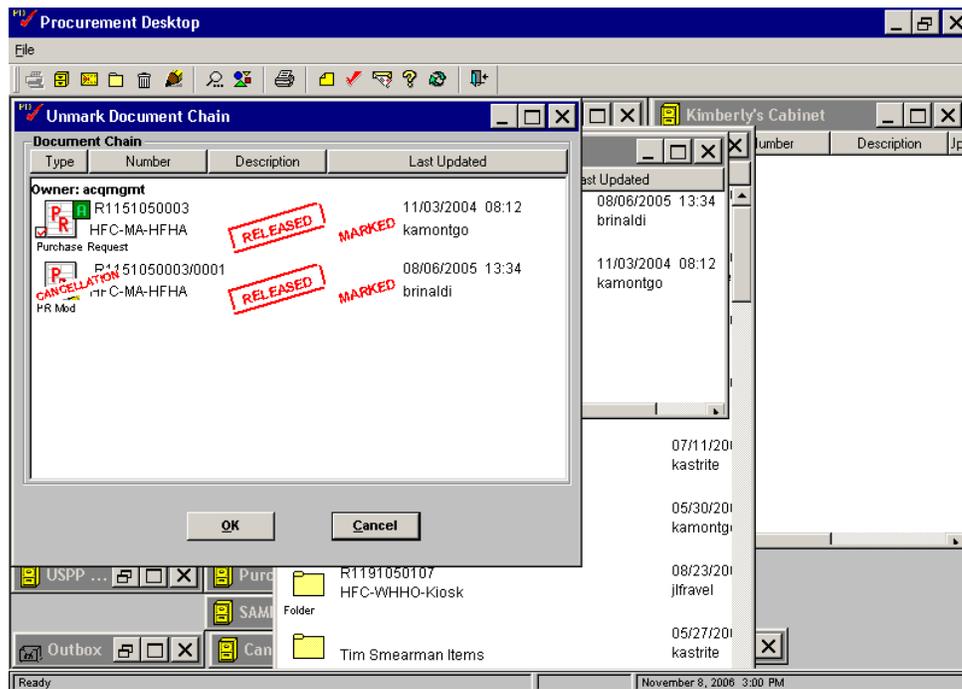
When you select a document, the system will mark **all** documents associated with the one that you selected. In the above example, only Document Number R1151050003 was selected. The system pulled all documents associated in the chain – R1151050003 and R1151050003/0001 – and will mark all for purging if OK is selected.

If you want to save a particular document and it falls within a document chain, **DO NOT** mark **any** of the documents for purging. This is especially pertinent when it comes to documents associated with an Indefinite Delivery Indefinite Quantity contract.

A marked document looks like the following:



If you mistakenly mark a document, you can remove the “marked” stamp by repeating the process used to mark the document. The only difference is the name of the window which appears. It will now read “Unmark Document Chain.”



Documents marked for purging are removed from the system on a regular basis. It's possible that you will mark a document and then go back 10-minutes later and want to remove the "marked" stamp and the document won't be there. Based on this, you are urged to be 100% sure that you want a particular document, including any in the chain associated with that document, purged before you mark it as such. **Once a document is purged from the system, it cannot be restored.**

IV. PURGING DAY

The last working day of each month should be designated as the day that Procurement Desktop files are marked for purging.

When a file is marked to be purged, you should prepare a list that includes all documents within the chain. The list should be in chart form as indicated below and should include the name of the person who marked the document(s) and the date that the files were marked. This report needs to be turned in to the Deputy Associate Manager, Acquisition Management, Harpers Ferry Center, no later than the fifth day of the next month, with a copy to both Harpers Ferry Center IDEAS Coordinator and their backup.

**Kimberly Strite
December 31, 2006**

Document Type	Document Number	Contract Number (if applicable)	Contractor	Project
Purchase Request	R1142060401	N/A	Alanrada Inc, Historic Wallpaper Specialties, Noel G Steininger, The Muralo Company, Inc., Yates, James	HFC-GATE-Wallpaper Installation
Attachment	R1142060401	N/A	Alanrada Inc, Historic Wallpaper Specialties, Noel G Steininger, The Muralo Company, Inc., Yates, James	HFC-GATE-Wallpaper Installation-SOW
Request for Quotation (SF-18)	Q1142060401	N/A	Alanrada Inc, Historic Wallpaper Specialties, Noel G Steininger, The Muralo Company, Inc., Yates, James	HFC-GATE-Wallpaper Installation
Attachment	Q1142060401/01	N/A	Alanrada Inc, Historic Wallpaper Specialties, Noel G Steininger, The Muralo Company, Inc., Yates, James	HFC-GATE-Wallpaper Installation
Simplified Purchase (OF-347)	P1142060401	N/A	Alanrada Inc	HFC-GATE-Wallpaper Installation
Attachment	P1142060401/01	N/A	Alanrada Inc	HFC-GATE-Wallpaper Installation