

## 4.801 General.

(a) The head of each office performing *contracting*, contract administration, or paying functions *shall* establish files containing the records of all contractual actions.

(b) The documentation in the files (see [4.803](#)) *shall* be sufficient to constitute a complete history of the transaction for the purpose of-

(1) Providing a complete background as a basis for informed decisions at each step in the *acquisition* process;

(2) Supporting actions taken;

(3) Providing information for reviews and investigations; and

(4) Furnishing essential facts in the event of litigation or congressional inquiries.

(c) The files to be established include-

(1) A file for cancelled *solicitations*;

(2) A file for each contract; and

(3) A file such as a contractor general file, containing documents relating, for example-to-

(i) No specific contract;

(ii) More than one contract; or

(iii) The contractor in a general way (*e.g.*, contractor's management systems, *past performance*, or capabilities).

**Parent topic:** [Subpart 4.8 - Government Contract Files](#)