

**SUBPART 204.8—CONTRACT FILES**

*(Revised May 22, 2012)*

**204.802 Contract files.**

Official contract files shall consist of—

- (1) Only original, authenticated or conformed copies of contractual instruments—
  - (i) “Authenticated copies” means copies that are shown to be genuine in one of two ways—
    - (A) Certification as true copy by signature of an authorized person; or
    - (B) Official seal.
  - (ii) “Conformed copies” means copies that are complete and accurate, including the date signed and the names and titles of the parties who signed them.
- (2) Signed or official record copies of correspondence, memoranda, and other documents.

**204.804 Closeout of contract files.**

- (1) Contracting officers shall close out contracts in accordance with the procedures at [PGI 204.804](#). The closeout date for file purposes shall be determined and documented by the procuring contracting officer.
- (2) The head of the contracting activity shall assign the highest priority to close out of contracts awarded for performance in a contingency area. Heads of contracting activities must monitor and assess on a regular basis the progress of contingency contract closeout activities and take appropriate steps if a backlog occurs. For guidance on the planning and execution of closing out such contracts, see [PGI 207.105\(b\)\(20\)\(C\)\(8\)](#) and [PGI 225.7404\(e\)](#).

**204.805 Disposal of contract files.**

- (1) The sources of the period for which official contract files must be retained are General Records Schedule 3 (Procurement, Supply, and Grant Records) and General Records Schedule 6 (Accountable Officers' Accounts Records). Copies of the General Records Schedule may be obtained from the National Archives and Records Administration, Washington, DC 20408.
- (2) Deviations from the periods cannot be granted by the Defense Acquisition Regulations Council. Forward requests for deviations to both the Government Accountability Office and the National Archives and Records Administration.
- (3) Hold completed contract files in the office responsible for maintaining them for a period of 12 months after completion. After the initial 12 month period, send the records to the local records holding or staging area until they are eligible for destruction. If no space is available locally, transfer the files to the General Services Administration Federal Records Center that services the area.

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(4) Duplicate or working contract files should contain no originals of materials that properly belong in the official files. Destroy working files as soon as practicable once they are no longer needed.

(5) Retain pricing review files, containing documents related to reviews of the contractor's price proposals, subject to cost or pricing data (see FAR 15.403-4), for six years. If it is impossible to determine the final payment date in order to measure the six year period, retain the files for nine years.