

**ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS**


WASHINGTON, D.C. 20544

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GUIDE TO JUDICIARY POLICY

TRANSMITTAL 14-019 VOLUME/PART 14 CHAPTER(S) 3, 7

TO: Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts
Chief Probation Officers
Chief Pretrial Services Officers
Circuit Librarians
Bankruptcy Administrators
Certified Contracting Officers

FROM: Judge Roslynn R. Mauskopf 

RE: PROCUREMENT

This transmittal provides notice of changes to *Guide to Judiciary Policy*, Volume 14 (Procurement):

[Chapter 3 – \(Purchasing Methods\)](#)
[Chapter 7 – \(Contract Administration\)](#)

This minor revision replaces outdated file retention period prescriptions with references to Guide, Vol. 10, § 620 (Records Disposition Schedules). The significant changes are detailed in the Redline Comparison below.

Questions regarding this transmittal may be directed to the Procurement Management Division of the AO's Finance and Procurement Office, at 202-502-1330.

REDLINE COMPARISON REFLECTING CHANGES

[Significant changes in Chapter 3 (Purchasing Methods) follow:]

§ 320 Contractor Qualifications

[. . .]

§ 320.30 Debarment, Suspension, and Ineligibility

[. . .]

§ 320.30.25 Procurement Executive Notification to GSA

Any judiciary recommendation for debarment must be submitted to the PE for action according to [§ 320.50 \(Procedural Requirements for Debarment\)](#) or [§ 320.60 \(Causes for Suspension\)](#). After a debarment or suspension determination is made, the PE will furnish GSA notice of the determination made by the judiciary for inclusion on the EPLS. The PE will:

[. . .]

- (c) maintain records relating to each debarment, suspension, or proposed debarment taken by the judiciary ~~for six years and three months~~; and

(Note: For record retention requirements, see: Guide, Vol. 10, § 620 (Records Disposition Schedules).)

[. . .]

[Significant changes in Chapter 7 (Contract Administration) follow:]

§ 760 Contract Closeout

[. . .]

§ 760.30 Disposition of Contract Files

§ 760.30.10 In General

Contract files, ~~including requisitions, and purchase/delivery/task orders, including correspondence and other documents pertaining to award, administration, receipt, inspection, acceptance, claims, disputes, and payment, supporting documentation~~ may be destroyed ~~no earlier than shown in the following guidance:~~

- ~~(a) — Transactions That Do Not Exceed the Judiciary Small Purchase Threshold~~

~~Three years~~ after final payment, ~~cancellation, or after the judiciary audit~~ settlement of related investigations, litigation (including protests), or similar matters, whichever is later, consistent with Guide, Vol. 10, § 620 (Records Disposition Schedules).

- ~~(b) — Transactions That Exceed the Judiciary Small Purchase Threshold~~

~~Six years and three months after final payment, or after the judiciary audit, whichever is later.~~

~~For the definition of the judiciary small purchase threshold, see: Guide, Vol. 14, § 325.10 (Applicability).~~

§ 760.30.20 ~~Solicited and Unsolicited~~ Offers Proposals

- ~~(a) — Successful Offers~~

~~Destroy copies following award of a contract. Destroy original with related contract file.~~

- ~~(b) — Unsuccessful Offers~~

REDLINE COMPARISON REFLECTING CHANGES

§ 760.30.20 [cont'd]

~~Destroy copies following award of a contract. If originals are filed separately from the contract file, destroy no earlier than one year after award of the related contract. If originals are not filed separately from the contract file, destroy with related contract file. Unsuccessful, unsolicited proposals~~Unsuccessful proposals that did not result in a contract award may be destroyed no earlier than one year after the decision not to award a contract. **See:** [Guide, Vol. 14, § 340 \(Unsolicited Offers\)](#).

§ 760.30.30 Canceled Solicitations

- (a) — Formal solicitations of quotations or ~~offers to provide products or services~~ may be canceled before award of a contract. The ~~files include~~contracting officer should retain the presolicitation documentation on the requirement, any offers received d before the cancellation, documentation on any judiciary action up to the time of cancellation, and evidence of the cancellation.
- (b) — ~~Canceled solicitation files, including any proposals received if cancellation was after the due date for receipt of proposals, must be destroyed no earlier than five years after date of cancellation.~~