



Frequently Asked Questions (FAQs)

Record Group 269

Series: Records of Contracts Awarded by Federal Agencies (Federal Procurement Data System), 10/1/1978 – 9/30/1997

1. What information is in these records?
2. Why were these records created?
3. What contracts under \$25,000 are described in these records?
4. How do these records differ from the original contracts?
5. How can I access the original contracts documented in these records?
6. Where can I learn more about retention of contract records?

1. What information is in these records?

This series contains records identifying individual Federal Government contracts valued at \$25,000 or more for all civilian agencies and may also include contracts valued below \$25,000.

The records in this series also identify all contracts covered by the Small Business Competitiveness Demonstration Program regardless of value. This program covers contracts for construction, architectural and engineering services, surveying and mapping services, refuse systems, and non-nuclear ship repair for ten contracting agencies. They are the Environmental Protection Agency, the General Services Administration, the National Aeronautics and Space Administration, and the Departments of Agriculture, Defense, Energy, Health and Human Services, Interior, Transportation, and Veterans Affairs. Each record contains the following: information on the government purchasing or contracting agency and office; date of award; dollars obligated; principal place of performance; principal product or service contracted for, including the product service code, and the standard industrial classification code for the contractor; business and labor requirements; type of procurement action; methods of contracting; whether the contract is for a foreign government or with a small business, minority business, or women-owned business; and the name and address of the contractor.

2. Why were these records created?

The agency established this system to collect, develop, and disseminate procurement data for the Congress, the executive branch, and the private sector.

3. What contracts under \$25,000 are described in these records?

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Administration, and the Departments of Agriculture, Defense, Energy, Health and Human Services, Interior, Transportation, and Veterans Affairs.

4. How do these records differ from the original contracts?

For this database, the General Services Administration's Federal Procurement Data Center took information from contract documents to create each record about a contract. They did this to have a systematic source for managing information about Federal government contracts. Hence, these records are separate from but related to the original contracts.

5. How can I access the original contracts documented in these records?

In general, individual paper contracts are appraised as temporary records so they are destroyed after a set period of time upon completion of the contract. Thus, in general, the National Archives does not have the original contracts as part of its holdings. What is in these electronic records is likely the only information at the National Archives about these contracts.

6. Where can I learn more about retention of contract records?

Since contracts are records common to all agencies of the Federal Government, the records retention schedule for contracts falls under the General Records Schedules instead of specific schedules per agency. General Records Schedule 1.1: Financial Management and Report Records covers contract records. You can view General Records Schedule 1.1. at <https://www.archives.gov/files/records-mgmt/grs/grs01-1.pdf>. Background information on General Records Schedules and a list of all General Records Schedules is available at: <https://www.archives.gov/records-mgmt/grs.html>.

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