

# 1.604 Contracting Officer's Representative (COR).

A *contracting officer's representative (COR)* assists in the technical monitoring or administration of a contract (see [1.602-2\(d\)](#)). The COR *shall* maintain a file for each assigned contract. The file *must* include, at a minimum–

- (a) A copy of the *contracting officer's* letter of designation and other documents describing the COR's duties and responsibilities;
- (b) A copy of the contract administration functions delegated to a *contract administration office* which *may* not be delegated to the COR (see [1.602-2\(d\)\(4\)](#)); and
- (c) Documentation of COR actions taken in accordance with the delegation of authority.

**Parent topic:** [Subpart 1.6 - Career Development, Contracting Authority, and Responsibilities](#)