

## 4.802 Contract files.

(a) A contract file *should* generally consist of-

(1) The *contracting office* contract file that documents the basis for the *acquisition* and the award, the assignment of contract administration (including payment responsibilities), and any subsequent actions taken by the *contracting office*;

(2) The *contract administration office* contract file that documents actions reflecting the basis for and the performance of contract administration responsibilities; and

(3) The paying office contract file that documents actions prerequisite to, substantiating, and reflecting contract payments.

(b) Normally, each file *should* be kept separately; however, if appropriate, any or all of the files *may* be combined; *e.g.*, if all functions or any combination of the functions are performed by the same office.

(c) Files *must* be maintained at organizational levels that ensure-

(1) Effective documentation of contract actions;

(2) Ready accessibility to principal users;

(3) Minimal establishment of duplicate and working files;

(4) The safeguarding of classified documents; and

(5) Conformance with agency regulations for file location and maintenance.

(d) If the contract files or file *segments* are decentralized (*e.g.*, by type or function) to various organizational elements or to other outside offices, responsibility for their maintenance *must* be assigned. A central control and, if needed, a locator system *should* be established to ensure the ability to locate promptly any contract files.

(e) Contents of contract files that are contractor bid or proposal information or *source selection information* as defined in [2.101](#) *must* be protected from disclosure to unauthorized persons (see [3.104-4](#)).

(f) Agencies *may* retain contract files in any medium (paper, electronic, microfilm, etc.) or any combination of media, as long as the requirements of this subpart are satisfied.

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