

50.101-3 Records.

Agencies *shall* maintain complete records of all actions taken under this [subpart 50.1](#). For each request for relief processed, these records *shall* include, as a minimum-

- (a) The contractor's request;
- (b) All relevant memorandums, correspondence, affidavits, and other pertinent documents;
- (c) The Memorandum of Decision (see [50.103-6](#) and [50.104-2](#)); and
- (d) A copy of the contractual document implementing an approved request.

Parent topic: [50.101 General](#).