

# **Subpart 904.8—Government Contract Files**

**Parent topic:** [PART 904—ADMINISTRATIVE MATTERS](#)

## **904.803 Contents of contract files.**

(a) (29) The record copy of the Individual Acquisition Action Report shall be included in the file section containing procurement management reports.

## **904.804 Closeout of contract files.**

### **904.804-1 Closeout by the office administering the contract.**

(a) The Head of the Contracting Activity (HCA) shall ensure that necessary procedures and milestone schedules are established to meet the requirements of 48 CFR 4.804-1, and that resources are applied to effect the earliest practicable deobligation of excess funds and the timely closeout of all contract files which are physically completed or otherwise eligible for closeout action.

(b) Quick closeout procedures for cost reimbursable and other than firm fixed price type contracts are covered under 48 CFR 42.708.

## **904.805 Storage, handling, and disposal of contract files.**

Contract files shall be disposed of in accordance with applicable DOE Order 243.1. (See current version.)