

# **SUBPART 5804.8 - CONTRACT FILES**

**Parent topic:** [PART 5804 - ADMINISTRATIVE MATTERS](#)

## **5804.802 Contract files**

(S-90) The contracting officer shall use the contract file checklist applicable to the procurement and file the completed contract file checklist and any required supporting documents in the Electronic Document Management System (EDMS) contract file. The required checklists for procurements accomplished in accordance with FAR Part 8.4/Federal Supply Schedules and FAR Part 16.5/Indefinite Delivery Contracts, FAR Part 12/Acquisition of Commercial Items, FAR Part 13/Simplified Acquisition Procedures, FAR Part 15/Contracting by Negotiation, IDIQ CSA Orders, and Inquiry/Quote/Order (IQO) Contracts are located in [DARS PGI 5804.802\(S-90\)](#). A new contract file checklist is required for each new procurement action.

(S-91) When using the Integrated Defense Enterprise Acquisition System (IDEAS), the system is the checklist and leads the user through the process by issuing various tasks when required. Therefore, (S-90) is not applicable when using IDEAS.

## **5804.804 Closeout of Contract Files**

(S-90) Responsibilities

(1) Contract Closeout Team is responsible for the financial portion of the closeout process, (e.g., final payment, modification deobligations, reporting to RMC).

(2) The Procuring/Administrative contracting officer is responsible for all other contract administration issues (e.g., property, CORs, terminations, data rights).

(S-91) The contract closeout process shall begin upon contract expiration.

## **5804.805 Storage, Handling, and Contract Files**

(a) Contract files will be maintained for a period of 10 years to support financial audits as required by the Financial Management Regulation Vol 1, Chapter 9.