

# **Subpart 5604.8 - GOVERNMENT CONTRACT FILES**

**Parent topic:** Part 5604 - ADMINISTRATIVE MATTERS

## **5604.803 Contents of Contract Files.**

*(Revised June 2021)*

(a) The use of electronic contract files is mandatory, unless otherwise approved in writing by the Deputy Director of Procurement (DDOP). If there is a classified document(s) to an otherwise unclassified contract file, the document electronic file shall be stored in a folder on the appropriate secure network, and the hardcopy documents shall be stored in the appropriate secure container. A cross-reference annotation will be made on the file index specifying where the document is located.

(b) Electronic contract files must contain all appropriate contract documents or references to the location of the document if maintained in an official system of record (Electronic Document Access (EDA), Wide Area Workflow (WAWF), or Surveillance & Performance Monitoring (SPM) Tool, found in the Procurement Integrated Enterprise Environment (PIEE).

(c) Additionally, 6 part folders shall be used when hardcopy files have been approved in accordance with paragraph (a) above. Numbered tabs must be at the side of a page, which act as a divider between each category of documents (i.e. A-1, B-1, B-2, B-3).

(d) The contract file content index templates in the DCG Chapter 4, Item 5(a) may be used. Use of a checklist is recommended for all contracts exceeding the simplified acquisition threshold.

(e) Filing conventions for contract files are specified in DCG chapter 4, item 5(b).

(f) Follow DCG chapter 4, Item 6 for specific mandatory contract files assurance actions.

(g) A Critical Documents Checklist is provided to alert contracting officers of the 15 critical documents that will be surveyed during all policy reviews, regardless of scope of the required review. The list includes their review point and the file tab in which the documents are expected to be located.

## **5604.804 Closeout of Contract Files.**

### **5604.804-1 Closeout by the Office Administering the Contract.**

*(Revised October 2014)*

(1)

(A) Contracting officers are responsible for the proper closeout of all contract files in accordance with the procedures outlined in [FAR 4.804](#) and [DFARS 204.804](#), and within the time parameters established in [FAR 4.804-1](#).

(B) Complete a DD1597, Contract Completion Statement, firm-fixed price contracts over the Simplified Acquisition Threshold that are not subject to the automated closeout procedures at PGI 204.804-3.

(C) Contracting officers must use the DD1597, Contract Closeout Checklist, and DD1594, Contract Completion Statement, for all contracts other than firm-fixed price that are not administered by a Defense Contract Management Agency (DCMA) contract administration officer.

### **5604.804-2 Closeout of the Contracting Office Files if another Office Administers the Contract.**

*(Revised October 2014)*

Contracting officers must obtain all the proper closeout documentation from both the administering and paying offices per [PGI 204.804-2](#) within the time parameters established in [FAR 4.804-1](#). Upon receipt of the required documentation from the coordinating offices, the Contracting Officer must complete the actions required by [FAR 4.804-2](#).