

# **Subpart 3404.7—Contractor Records Retention**

**Parent topic:** [PART 3404—ADMINISTRATIVE AND INFORMATION MATTERS](#)

## **3404.710 Contracting officer records management responsibilities.**

Upon notification from the contractor of any unlawful or accidental removal, defacing, alteration, or destruction of Federal records, including all forms of mutilation, the contracting officer must notify the requiring activity, the Department Records Officer, and the HCA within one business day.

## **3404.770 Contract clause.**

The contracting officer must insert the clause at 3452.204-70 (Records management) in all solicitations and contracts where the contractor will receive, create, work with, or otherwise handle Federal records, as defined in 44 U.S.C. 3301(a), regardless of the medium in which the record exists.