



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Records Retention and Destruction Capability Initiation in the Procurement
Integrated Electronic Environment

Since the Procurement Integrated Enterprise Environment's (PIEE's) first application, Electronic Document Access (now Electronic Data Access (EDA)), was established in 1997, over 300 million records have been created and stored within the suite of modules. We are implementing a systematic records retention and destruction policy in PIEE in order to meet audit requirements and comply with the records retention requirements of Federal Acquisition Regulation (FAR) subpart 4.805, Defense FAR Supplement (DFARS) subpart 204.805, Department of Defense Financial Management Regulation (FMR) Volume 1 Chapter 9, and the National Archives and Records Administration. This effort will also decrease the number of antiquated records in PIEE, while reducing operating costs and improving performance.

PIEE will identify a records destruction date based on the closeout date for records associated with awards (contracts, agreements, and other documents) in accordance with FAR subpart 4.805, Table 4-1. For documents not associated with an award, the records destruction date will be based on the type of record and the date of the last action in the system. PIEE electronic records awaiting destruction will be stored in EDA for their required retention periods and systematically destroyed thereafter. A record of destruction, inclusive of the minimum set of data elements needed to identify whether a record once existed in PIEE, will be maintained in PIEE after the documents and associated data for a record have been destroyed. Components may identify documents to be excluded from destruction due to investigation, litigation, or historical significance. Should Components require retention periods other than those established by the FAR, follow the procedures for a class deviation in FAR subpart 1.4 and DFARS subpart 201.4.

PIEE Records Retention & Destruction will be implemented using the following phased approach:

Phase	Records Retention Threshold	Target 2022 Destruction Date
Phase 1	Records retention start date of September 30, 2003 and Prior past their records retention period	June 6 – July 3
Phase 2	Records retention start date of October 1, 2003 - September 30, 2009 past their records retention period	July 5 – July 24
Phase 3	Records retention start date of October 1, 2009 - September 30, 2014 past their records retention period	July 25 – August 14
Phase 4	Records retention start date of October 1, 2014 - December 31, 2016 past their records retention period	August 15 – September 4
Phase 5	Fully automated records retention occurs on a rolling basis once the records destruction date has passed	October 15

We provided Component Level II Group Administrators in PIEE a list of records for their review as part of phases 1 through 4 prior to records destruction, as well as procedures for identifying records to be excluded from destruction. The Standard Operating Procedure for PIEE Records Retention & Destruction is available on the Defense Pricing & Contracting website at https://www.acq.osd.mil/asda/dpc/ce/cap/docs/piee/PIEE_Records_Retention_and_Destruction_SOP_20200615.pdf. Training and resources are also available on the DoD Procurement Toolbox at <https://dodprocurementtoolbox.com/site-pages/piee-records-retention-destruction>.

Please direct questions about this matter to my point of contact, Mr. Bruce Propert, at (703) 697-4384 or david.b.propert2.civ@mail.mil.

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Defense Pricing and Contracting