

WERS-015.01

DATA ITEM DESCRIPTION

Title: Telephone Conversations/Correspondence Records

Number: WERS-015.01

Approval Date: 20100428

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-OE-DC

Applicable Forms:

Use/Relationship: The Telephone Conversations/Correspondence Records will be used to record telephone conversations and written correspondence.

Requirements:

1. The Contractor shall keep a record of each substantive phone conversation and written correspondence related to the performance of this contract. For this contract, "substantive" is defined as:

1.1. All calls to or from government personnel that require action by either the Government or the contractor.

1.2. All calls to or from government personnel that directly or indirectly affect contract terms and conditions.

1.3. All calls to or from Federal, state, or local regulatory agency personnel.

1.4. All calls to contractor personnel from outside sources that require the calling party to be referred to a Corps of Engineers Public Affairs Office.

2. End of DID WERS-015.