

File Closeout Checklist

FAR/DFARS Case Number 95003

Case Manager S Haberlin Date Completed 1/17/97

("X" as completed)

- ☒ 1. All documents required by the "File Plan" (e.g. case chronology, case origination document, committee reports, etc.) included in case folder?
- ☒ 2. All documents filed in chronological order and at the folder appropriate leaf (see "File Plan")? No loose materials in the case folder(s)?
- ☒ 3. All material not part of the historical record removed?
- ☒ 4. All duplicate copies of documentation removed?
- ☒ 5. Case file reflects the final action taken on the case?
  - ☒ a. If final rule, does the case chronology include the date of publication in the *Federal Register*? Copy of *Federal Register* notice filed in case folder?
  - ☐ b. If the rule was withdrawn, does the case chronology include the date the notice of withdrawal was published in the *Federal Register*? Copy of the *Federal Register* notice filed in the case folder?
  - ☐ c. If the case was closed without action, does the case chronology include the date of and reasons for closing?
- ☒ 6. All documents readable and in good shape?
- ☐ 7. All case folders clearly labeled with case number, title of case, and volume number assigned (if more than one folder)?

"Cases closed" means cases for which a final rule has been published in the *Federal Register*, a notice of withdrawal has been published in the *Federal Register*, or decision has been made to close the case without action.

Exhibit 1

FAR Case 95-003 Case Manager Sandra Haberlin  
Impairment of long-lived assets

Date	Action
Apr. 30, 1996	Spoke with the Chair of the CP Cmte. The CAS Cmte. has seen and concurs with the rule, except for the last sentence of 31.205-11(o) which they have not seen. It was added, for clarification purposes, after the joint CP/CAS Cmte. mtg. Spoke with the Chair, CAS Cmte. She looked at the entire rule and concurs.
May 1	OCR: DARC agreed to draft final rule.
May 6	Memo sent to CAAC with draft final rule.
Dec. 20	Final rule published in FAC 90-43 (61 FR 67409).

FAR Case 95-003 Case Manager Sandra Haberlin  
Impairment of long-lived assets

Date	Action
August 2, 1995	DAR Council agreed to CAAC recommended changes with reclama.
August 15, 1995	No DAR Council Reclamas.
August 22, 1995	Memo to CAAC forwarding proposed rule for publication
October 2, 1995	Memo to CAAC requesting that the case be process as an interim rule.
October 25	CAAC memo sending interim rule to FAR Secretariat.
Nov. 20	Called CAAC to see if rule will be published by 15 Dec.
Nov. 21	J. Olson confirmed that rule is in FAC with 15 other cases - won't be published until probably Jan 96. Two other options: add to FASA FAC (multi-year contracting) or stand-alone. OFPP problem with FASA FAC might delay publication until after Dec. 15. To call CAAC on Nov. 22 and request stand alone.
Dec. 14	Interim rule published. comments due Feb. 12.
Feb. 20, 1996	Public comments not received. Called Far Secretariat. Comments sent.
Feb. 22	Public comments received. CMR: CP Cmte. RD March 20.
Mar. 1	An advance copy of a late public comment provided to CP chairman.
Mar. 6	CMR: late public comment.
Mar. 20	CP RD Apr. 3.
Apr. 3	CP RD Apr. 24.
Apr. 24	CMR: Report received. Discussion scheduled for May 1, 1996.
Apr. 26	Memo sent to CPF requesting comments.

<u>Date</u>	<u>Action</u>
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August 15, 1995 No DAR Council Lecturers.

~~August~~  
August 22, 1995 Memo to CRAC forwarding proposed rule  
for publication

## **FILE PLAN**

Filing instructions (from front to back of case file):

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**1st leaf:** Case chronology/history and case File Plan

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**2nd leaf:** File in the following order, from "back" to "front" of leaf:

Copies of statutes or Executive Orders (if applicable)  
Case origination document with CMR stapled on top  
Federal Register notices of published rules  
Talking papers  
Departmentals

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**3rd leaf:** Contains correspondence such as FAXes, letters, memos, etc. that would not be filed in the other leafs.

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**4th-6th leaf:** All language discussed at DARC, including all CMRs and OCRs for each discussion date, stapled on top of the discussion language.

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(Note: File discussion packages in chronological order, starting with the 6th leaf and working forward towards the 5th leaf. File all case origination documents with CMRs at the 2nd leaf).

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**6th leaf:** If the case file contains very little discussion paperwork and very few public comments, the 6th leaf can be used for public comments in lieu of using a separate folder.

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