

# **Subpart 2404.7 - Contractor Records Retention**

**Parent topic:** [PART 2404 - ADMINISTRATIVE MATTERS](#)

## **2404.7001 Contract clause.**

The Contracting Officer shall insert the clause at 2452.204-70, "Preservation of, and Access to, Contract Records (Tangible and Electronically Stored Information (ESI) Formats)," in all solicitations and contracts exceeding the simplified acquisition threshold. The Contracting Officer shall use the basic clause with its Alternate I in cost-reimbursement type contracts. The Contracting Officer shall use the basic clause with its Alternate II in labor-hour and time-and-materials contracts.