

DATA ITEM DESCRIPTION		<i>FORM APPROVAL</i> <i>OMB NO 0704-0188</i>	
1. TITLE Telephone Conversations/ Correspondence Records		2. IDENTIFICATION NUMBER OE-055	
3. DESCRIPTION / PURPOSE: To record telephone conversations and written correspondence.			
4. APPROVAL DATE (YYMMDD) 000303	5. OFFICE OF PRIMARY RESPONSIBILITY CEHNC-OE-DC	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS			
<p>10.1 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:</p> <p style="margin-left: 40px;">10.1.1. All calls to or from Government personnel that require action by either the Government or the Contractor.</p> <p style="margin-left: 40px;">10.1.2. All calls to or from Government personnel that directly or indirectly affect contract terms and conditions.</p> <p style="margin-left: 40px;">10.1.3. All calls to or from federal, state, or local regulatory agency personnel.</p> <p style="margin-left: 40px;">10.1.4. All calls to contractor personnel that require calling party to be referred to a Corps of Engineers Public Affairs Office.</p> <p>10.2 Calls involved in the routine performance of project work that do not fit the above definition of substantive need not be recorded and provided to the Contracting Officer.</p>			
11. DISTRIBUTION STATEMENT			