

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DMIL		
GENERAL SCHEDULE PURCHASING RECORDS		
Item No.	Description	Retention
1.	<p><u>Purchasing Records</u></p> <p>This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.</p> <p>Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> A. Actual Emergency and Repairs Reports B. Advertising and Bids C. Agency Inter-Office Requisitions D. Bid and Quote File E. Bid Tabulation Records F. Copy of Contract(s) Awarded G. Credit Memoranda H. Inventory Dispositions I. Invoices/Expenditure Transfer Authorizations J. Issue Tickets or Receipts K. Materials/Supplies Specifications L. Monthly Expenditure Printouts M. Notice of Award of Contract(s) N. Unscheduled Requisitions for Supplies O. Packing Slips, Shipping Tickets, Bills of Lading P. Purchase Orders Q. Purchasing Register R. Receiving Reports S. Report of Delivery/Partial Delivery T. Requisition Forms, Miscellaneous U. Requisitions for Supplies V. Warehouse Requisitions W. Automation Management Reports <p>(Continued)</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

3/27/91 *Ernest M. Snyder*
Ernest M. Snyder
Records Mgmt./Spec. Projects Off.
Date Signature Title

Schedule Authorized by

4/24/91 *[Signature]*
State Archivist
Date Title

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1264

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Item No.	Description	Retention
2.	<u>Vendor List</u>	Retain until superseded.
3.	<u>Correspondence</u>	Retain for three (3) years, then screen and destroy all material not needed for conduct of business.

INSTRUCTIONS --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>1</u>	
1. DEPARTMENT/AGENCY MILITARY		2. DIVISION PURCHASING&CONTRACTING		3. UNIT	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE PURCHASING AND CONTRACTING				5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>PRESENT</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) REPAIR REPORTS ADVERTISING & BIDS CONTRACTS & RECORDS INVENTORIES INVOICES EXPENDITURES REQUISITION RECORDS PURCHASE ORDERS & RECORDS RECEIVING REPORTS VENDOR LIST CORRESPONDENCE					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) ' <u>65</u> NUMBER	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>5</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION		
19. NAME AND TITLE OF PREPARER Ernest M. Snyder/Records Mgmt./Special Projects Off.		20. TELEPHONE NUMBER 576-6117		21. DATE 02/08/91	