

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1498

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO. 1 of 2

Department of Public Safety
and Correctional Services

Office of the Secretary

Agency

Division

Item
No.

Description

Retention

PROCUREMENT SERIES

This series applies to the Procurement Offices and includes all standard procurement forms as well as other purchasing media which provide supporting data for special and general procurement records.

Retain for three (3) years from date of last transaction and until all audit requirements have been fulfilled, then destroy.

Procurement records may include all or some of the following documents:

A. PROCUREMENT CONTRACT RECORDS:

1. Under \$10,000 Maintenance Contract
2. Purchase Order
3. Service Contract
4. BB-4
5. Specifications
6. Paar
7. Action Agenda
8. Written Determination
9. Tabulation of Bids
10. Bid and Quote File
11. Maryland Register Award Form
12. Claims
13. Approved Requisitions

B. SOLICITATION RECORDS:

1. Request for Approval of Award
2. Fund Certification and Transfer Authorization
3. Bidders List Follow-up
4. Bid Bond
5. Maryland Register Solicitation Form
6. Advertising
7. Proposals
8. Protests

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

3/14/93
Date

Myles Carpenter
Signature

Dir. of Proc.
Services
Title

MAR 15 1993
WAP

Date

Edward C. Pappas

State Archivist

Item No.	Description	Retention
	<p><u>C. REQUISITION RECORDS:</u></p> <ol style="list-style-type: none">1. Unscheduled Requisitions2. Scheduled Requisitions <p><u>D. MINORITY BUSINESS ENTERPRISE RECORDS:</u></p> <ol style="list-style-type: none">1. Minority Business Report2. Minority Business Enterprise Self Certification Form <p><u>E. GENERAL ADMINISTRATIVE RECORDS:</u></p> <ol style="list-style-type: none">1. Correspondence2. Emergency Log3. Contract Number Log4. Telephone Service Request Log5. Surplus Property Authorizations <p><u>F. SPECIAL PROJECT RECORDS:</u></p> <p>Documents related to minor research activities usually relevant to procurement.</p> <p><u>G. PROCUREMENT ADMINISTRATION RECORDS:</u></p> <ol style="list-style-type: none">1. Institutional File2. Authorization and Delegation Files	

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 1 OF 1

1. DEPARTMENT/AGENCY
Dept. of Public Safety & Cor. Servs.

2. DIVISION
Office of the Secretary

3. UNIT
Procurement

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
Procurement Records

5. EARLIEST YEAR/LATEST YEAR
1981 TO continuing

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains the documents used by the Procurement Unit to operate the purchasing program managed by the Office of the Secretary, Department of Public Safety and Correctional Services. This series includes solicitations; contracts, including Purchase Orders; bids; proposals; Board of Public Works and control agency approvals; protests; contract claims; and reports.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)
Subject Area

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
54 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
5 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6776 Reisterstown Road, 3rd Floor,
Suite 310 and Storage Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
State Government 10-617(d)(1),(2) & (3), ACM

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three years from date of last transaction and until audited, then destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto
Director of Procurement Services

20. TELEPHONE NUMBER
410-764-4113

21. DATE
2/2/93