

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
2447

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Agency
Department of Business & Economic Development

Division/Unit
Administration/Office of Contracts and Procurement and Grants

Item No.	Description	Retention
<u>SUPERCEDES SCHEDULE #2047 and #851</u>		
1.	<p><u>Contractual Documents</u> This record shall include all types of contractual documents and agreements.</p>	<p>Retain for three (3) years on site from expiration of document, and until all audit requirements have been fulfilled, then transfer to State Records Center and destroy after 2 years.</p>
2.	<p><u>Company and Non-Company Files</u> Alphabetical arrangement containing training agreements, correspondence about the company and financial records concerning their training agreements.</p> <p><u>General Correspondence</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, bulletins, reports, and other miscellaneous paper relating to company and non-company grants.</p> <p><u>Administrative Files</u> Personnel material, budget information, departmental policy and procedure, etc. are contained in the file.</p>	<p>Retain in office until expiration of contract and three (3) years thereafter and/or after audit or until administrative value ceases, whichever is longer, then destroy.</p> <p>Retain in office for four (4) years, then destroy.</p> <p>Retain in office until materials are updated or replaced, then destroy.</p>
3.	<p><u>Purchasing Records</u> This series applies to all DBED 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"> Actual Emergency and repairs report Advertising and Bids Bid and Quote File Bid Tabulation Records Requisitions Purchase Orders 	<p>Retain for three (3) years in office and until all audit requirements have been fulfilled, then destroy.</p>

Schedule Approved by Department, Agency or Division Representative.

Date: 3-6-08

Signature: Debi Chronister

Typed Name: Debi Chronister

Title: Director, Contracts & Procurement

Schedule Authorized by State Archivist

Date: 14 May 09

Signature: [Signature]

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Item No.	Description	Retention
4.	<p><u>Economic Development Grants (EDG)</u></p> <p>Filed by Economic Development Grant numbering system, these files contain grant agreements, correspondence, financial reports, written reports, and invoices.</p>	<p>Retain for three (3) years on site from expiration of document, and until all audit requirements have been fulfilled, then transfer to State Records Center and destroy after 2 years.</p>