

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

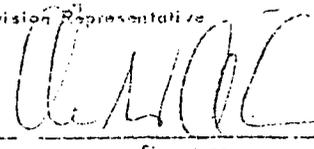
CENTRAL SERVICES DIVISION
AGENCY

PURCHASING OFFICE
DIVISION

Item No.	Description	Retention
1	<p><u>PURCHASE REQUISITIONS</u></p> <p>The Purchase Requisition is a serially numbered form (#05-02-7) used throughout the County to order materials, agreements, services, etc. There are three copies prepared by the originating department and distributed as follows:</p> <p>The <u>white</u> and <u>yellow</u> copies are forwarded to the Purchasing Office which records the Requisition and authorizes the purchase. Both copies are then forwarded to the Finance Office for approval and returned to Purchasing for preparation of the Purchase Order (Item #2). The <u>white</u> copy is later attached to the <u>green</u> copy of the Purchase Order and returned to Finance. The <u>pink</u> copy of the Requisition is retained by the requesting department.</p> <p>Copies of all Requisitions, except the <u>white</u> copy retained by Finance, are considered nonrecord material and should be retained only for the temporary reference use of the department.</p>	<p>RETAIN THREE YEARS IN OFFICE, TWO YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>(Record Copy is the <u>White</u> copy attached to the Purchase Order forwarded to Finance; this copy becomes part of the Voucher File, subject to the retention requirements set by the Finance Retention Schedule)</p>
2	<p><u>PURCHASE ORDERS/CHANGE ORDERS</u></p> <p>The standard Purchase Order is prepared from the Requisition (Item #1) and has seven copies which are distributed (after authorization by the Purchasing Agent) as follows:</p> <p>The <u>white</u> and <u>yellow</u> copies are sent to the vendor. The <u>goldenrod</u> copy, along with attached back-up information, and the <u>pink</u> copy are retained by the Purchasing Office and filed by vendor and numerically, respectively. The <u>green</u> copy is forwarded to Finance with the <u>white</u> copy of the Purchase Requisition. The <u>blue</u> and <u>white</u> receiving copies are forwarded to the receiving department. After the item is received, the</p>	<p>RETAIN IN OFFICE THREE YEARS, THEN IN RECORDS CENTER FIVE YEARS, THEN DESTROY.</p> <p>The <u>green</u> copy, retained by Finance, is the Record Copy, subject to the retention requirements set by the Finance Retention Schedule.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

0-79-78  Purchasing Agent

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

NO.	Description	Retention
2	<p><u>PURCHASE ORDERS (Cont.)</u></p> <p>the white receiving copy is returned to the Purchasing Office where, after logging in the date of receipt and ensuring the file is complete, it is forwarded to the Finance Division.</p> <p>A log is maintained which records vendor name, requesting department; date required by, date received. A second log records the date each Purchase Order is sent out (by department).</p> <p>Copies of all Purchase Orders, except the green copy retained by Finance, are considered nonrecord material and should be retained only for the temporary reference use of the department.</p>	
3	<p><u>SUB-ORDER RELEASES</u></p> <p>A Sub-Order Release is a partial order against an active Purchase Order and is an authorization for the vendor to ship whatever is described against the Purchase Order. There are five copies of the form which is prepared and distributed as follows:</p> <p>The Release is forwarded to Finance for approval of funds after it has received the authorization of the Purchasing Agent. Finance retains the green copy and returns the remaining copies to Purchasing. The white (original) is sent to the vendor, except for confirmatory orders which are sent directly to Finance. The pink copy is retained by Purchasing. The yellow receiving copy is forwarded to the receiving dept. until shipment is received, then it is returned to Purchasing for recording and forwarded to Finance. The goldenrod copy is retained by the requesting department.</p> <p>A control log is maintained which records the date the Release was sent to Finance, the Purchase Order number, the Release number, vendor name, requesting department, date returned by Finance and date receiving copy returned.</p>	<p>RETAIN IN OFFICE THREE YEARS, IN RECORDS CENTER FIVE YEARS, THEN DESTROY.</p> <p>(Sub-Order Releases for Capital Improvement Projects are not separately filed at present, necessitating a longer retention period.)</p>
4	<p><u>DIRECT PAYMENTS.</u></p> <p>A departmental order for Direct Payment is prepared for purchase of services, commodities, workmen's compensation claims and other charges which are outside of the scope of the Purchase Requisition and Purchase Order. Three copies are prepared and distributed as follows:</p> <p>(See page 3)</p>	<p>RETAIN THREE YEARS, THEN DESTROY. (RECORD COPY RETAINED BY FINANCE DEPARTMENT)</p>

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(CONTINUATION SHEET)

No.	Description	Retention
4	<p><u>DIRECT PAYMENTS (Cont.)</u></p> <p>The requesting department prepares the form, retaining the <u>pink</u> copy and forwarding the <u>white</u> original and <u>yellow</u> copies to Purchasing for authorization. The <u>yellow</u> copy is retained by Purchasing and the <u>white</u> original is forwarded to the Finance Department for approval of payment.</p> <p>This is a serially numbered standard form (#04-02-4).</p>	
5	<p><u>AGREEMENTS</u></p> <p>Non-bid contractual agreements for personal and professional services for specific work and period of time are prepared in quadruplicate and distributed as follows:</p> <ol style="list-style-type: none"> 1. Original - Purchasing (Record Copy) 2. Copy - Contractor/Consultant 3. Copy - Finance 4. Copy - Using Agency 	<p>RETAIN IN OFFICE WHILE CURRENT (ACTIVE), THEN IN RECORDS CENTER FIVE YEARS, THEN DESTROY.</p>
6	<p><u>CONTRACTS</u></p> <p>Contracts resulting from accepted Bids on purchase of commodities or services are prepared and retained by the Purchasing Office. Filed by Bid number, they include copies of bids rejected for each contract. Finance receives only a copy of the resulting Purchase Order.</p>	<p>RETAIN THREE YEARS IN OFFICE, THEN FOUR YEARS IN RECORDS CENTER, THEN DESTROY.</p>
7	<p><u>PROPOSALS - CAPITAL IMPROVEMENT PROJECT FOLDERS</u></p> <p>These Proposals are concerned with long term contracts such as road, bridge, building or utility facilities work. The folders contain copies of the agreement with the consultant drawing up the plans and specifications, rejected proposals, detail information and correspondence. They are filed first by Proposal number, then by Contract number after the Contract is awarded. Rejected Proposals are often re-bid and are retained in the Purchasing Office while active.</p>	<p>RETAIN THE FOLDERS FOR SEVEN YEARS AFTER COMPLETION OF THE PROJECT, THEN DESTROY.</p> <p>RETAIN REJECTED PROPOSALS IN OFFICE WHILE ACTIVE, IN RECORD CENTER THREE YEARS, THEN DESTROY.</p>
8	<p><u>RECORDING DISCS OF BIDS</u></p> <p>Bids received by the Purchasing Office are read and recorded in public in the County Council Chambers.</p>	<p>RETAIN IN OFFICE WHILE ACTIVE THEN IN RECORDS CENTER THREE YEARS, THEN DESTROY.</p>
9	<p><u>SURPLUS SALES</u></p> <p>A record of all County property sold as surplus as public auction is retained which includes the item and price obtained.</p>	<p>RETAIN THREE YEARS, THEN DESTROY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item	Description	Retention
10	<p><u>ADVERTISING</u></p> <p>All capital projects, bids and surplus property sales are advertised in local newspapers.</p>	<p>RETAIN TWO YEARS, THEN DESTROY.</p>
11	<p><u>GENERAL OFFICE & CORRESPONDENCE FILES</u></p> <p>The files contain general information, copies of letters and memoranda, personnel information, finance forms, budget workpapers and other information of a housekeeping nature which have temporary reference value.</p>	<p>RETAIN THREE YEARS, THEN DESTROY.</p>
12	<p><u>BLANKET PURCHASE RELEASES</u></p> <p>The County has standing agreements with certain vendors for emergency purchases of commodities for under \$50.00, in situations where the standard Purchase Requisition would not be practical. There are three copies, distributed as follows:</p>	<p>RETAIN FOR THREE YEARS, THEN DESTROY.</p>
	<p>The <u>white</u> copy is given to the vendor; the <u>yellow</u> copy is retained by Purchasing; and the <u>pink</u> copy is retained by the using department.</p>	
13	<p><u>PRINT SHOP WORK ORDERS</u></p> <p>A Work Order is completed in the Purchasing Office for all printing projects other than minor copying. The standard form (305-02-22) is prepared in four copies, distributed as follows:</p> <p>The <u>white</u> original copy is sent to Finance to charge the appropriate account(s); the <u>yellow</u> copy is retained by Purchasing; the <u>pink</u> copy is retained by the requesting department; and, the <u>goldenrod</u> copy is retained by the Print Shop.</p>	<p>RETAIN THREE YEARS, THEN DESTROY.</p> <p>The <u>Yellow</u> copy retained by Purchasing is the Record Copy.</p>
14	<p><u>STOCKROOM STORE REQUISITIONS</u></p> <p>Requisitions are prepared by departments to order material, agreements and services, etc. There are three copies, distributed as follows:</p> <p>White, yellow and pink copies are sent to Purchasing. The pink copy is returned to the requesting department <u>after</u> it is priced.</p> <p>This is a standard form, serially numbered (#05-02-10).</p>	<p>RETAIN THREE YEARS, THE DESTROY FINANCE HAS RECORD (WHITE) COPY.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

	Description	Retention
15	<p><u>CASH RECEIPTS FOR STOCKROOM</u></p> <p>Receipts are given to members of the public who purchase items from the County warehouse or stockroom. There are four copies of this standard form (#04-02-1):</p> <p>The <u>white</u> copy is retained by Purchasing; the <u>yellow</u> copy is forwarded to Finance (Invoice & Audit), and the <u>pink & goldenrod</u> copies are forwarded to the Cashier's Office.</p>	RETAIN THREE YEARS, THEN DESTROY.
16	<p><u>INVENTORY SHEETS</u></p> <p>An annual inventory of the warehouse, stockroom and garage is conducted, recording the quantity and stocknumber of each item, the price and extended value and the actual count.</p>	RETAIN FIVE YEARS, THEN DESTROY.
17	<p><u>BID SECURITY RETURN RECEIPTS</u></p>	RETAIN THREE YEARS, THEN DESTROY.