

RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County Government
Bureau of Management Services

Office of Purchasing

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Supercedes schedule C-517</u></p> <p>THE OFFICE OF PURCHASING RECORDS RETENTION AND DISPOSAL SCHEDULE (C-517) HAS BEEN MODIFIED TO REFLECT THE CHANGES THAT HAVE OCCURRED DURING THE PAST 10 YEARS.</p> <p><u>PURCHASE REQUISITION CS-13-486</u></p> <p>The purchase requisition is a 3-part form (original and 2 copies) used throughout the County to requisition commodities and services. The form is prepared by the user agency and is distributed as follows:</p> <p>The original and 1 copy are forwarded to the Office of Budget, then to the Department of Finance for verification and signatory approval of agency objectives and appropriations. The Department of Finance forwards both copies to the Office of Purchasing for the necessary procurement action. The original copy of the requisition is attached to purchasing's vendor file (the <u>goldenrod</u> copy of the purchase order) and the second copy (along with the <u>pink</u> copy of the purchase order) is sent to the Department of Finance (see item 2 below). Finance's copy of the requisition is the record copy. The third copy remains with the user agency. The Office of Purchasing and the users copy of the requisition are considered non-record material and are retained only for reference use.</p>	<p>RETAIN 2 YEARS IN OFFICE, 3 YEARS IN RECORD CENTER, THEN DESTROY</p> <p>The <u>pink</u> record copy is the copy attached to the purchase order and forwarded to the Department of Finance. This copy becomes part of the voucher file, subject to the retention requirements set by the Department of Finance's retention schedule.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

2-14-91



Chief of
Purchasing

Date

Signature

Title

3/5/91



Date

State Archivist

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	<p>An automated requisition log of requisitions received is maintained for 2 years. It includes each requisition's number, date, user agency, description and approximate cost. It also lists the buyer to whom the requisition has been assigned. Requisition information can be produced from the automated requisition log at anytime.</p>	
2	<p><u>PURCHASE ORDERS PR-63 AND CHANGE ORDERS PR-60</u></p> <p>Purchase orders and change orders are 5 part forms. They are prepared from the requisition (Item #1) and/or the results of the solicitation process. They are distributed (after signatory approval by the Office of Purchasing) as follows:</p> <p>The <u>white</u> copy is sent to the vendor. The <u>goldenrod</u> copy along with attached backup information is retained by the Office of Purchasing and filed by vendor. The <u>pink</u> copy is forwarded to the Department of Finance with a copy of the purchase requisition (see item 1). The <u>yellow</u> and <u>green</u> copies are forwarded to the user agency. After receipt of the order the user agency forwards the <u>yellow</u> copy to the Department of Finance. The <u>green</u> copy is maintained by the user agency subject to their retention requirements. The <u>pink</u> copy of the purchase order, retained by the Department of Finance, is the record copy. Other copies are considered non-record material and are retained for temporary reference use.</p> <p>An automated purchase order/change order log is maintained for 2 years. It includes purchase order number, vendor's name, user agency, commodity/service and cost. Copies of purchase orders can be produced from the automatic purchase order log at any time.</p>	<p>RETAIN 2 YEARS IN OFFICE, 3 YEARS IN RECORD CENTER, THEN DESTROY</p> <p>The <u>pink</u> copy, retained by the Department of Finance is the record copy subject to the r e t e n t i o n requirements set by the Department of Finance's retention schedule.</p>

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3	<p><u>REQUEST FOR QUOTATION (R.F.Q.)/VERBAL REQUEST FOR QUOTATION TABULATION SHEET</u></p> <p>The request for quotation is a 4-part form, 1 <u>yellow</u> and 3 <u>white</u>, used to get written quotations for commodities/services under \$7,500.00.</p> <p>The <u>white</u> copies are forwarded to 3 different vendors, the <u>yellow</u> copy is retained by the Office of Purchasing. All copies of the request for quotation, after return from the vendors, are attached to the purchasing file copy of the purchase order (Item #2). All copies are for reference use and should be retained the same time period as the purchase order.</p> <p>The verbal request for quotation tabulation sheet is used to obtain verbal quotations and is controlled in the same manner as the request for quotation.</p>	<p>RETAIN 2 YEARS IN OFFICE, 3 YEARS IN RECORDS CENTER, THEN DESTROY</p>
4	<p><u>SUB-ORDER RELEASE CS-12-1289</u></p> <p>A sub-order release is a 5-part form which serves as a partial order against an active purchase order and serves as authorization for the vendor to provide whatever is described against the purchase order. It is prepared and distributed as follows:</p> <p>The user agency forwards the sub-order release to the Department of Finance for signature certifying the availability of funds. It is then approved by the Office of Purchasing. The <u>white</u> (original) copy is forwarded to the vendor. The <u>pink</u> copy is the record copy, and is sent to the Department of Finance subject to their retention requirements. The <u>green</u> and <u>yellow</u> copies are forwarded to the user agency. After receipt of the order, the user agency forwards the <u>yellow</u> copy to the Department of Finance. The <u>green</u> copy is maintained by the user agency subject to their retention requirements. The <u>goldenrod</u> copy is retained by the Office of Purchasing and filed numerically with the solicitation package of concern.</p>	<p>RETAIN 2 YEARS IN OFFICE, 3 YEARS IN RECORDS CENTER, THEN DESTROY</p> <p>The <u>pink</u> copy, retained by the Department of Finance is the record copy subject to retention requirements set by the Department of Finance's retention schedule.</p>

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5	<p><u>MINOR PURCHASE ORDER CS-81-389</u></p> <p>The minor purchase order, used primarily for commodities and in some instances for services, is the same composite as the purchase order.</p>	<p>RETAIN 2 YEARS IN OFFICE, 3 YEARS IN RECORD CENTER, THEN DESTROY</p> <p>The <u>pink</u> copy, retained by the Department of Finance is the record copy subject to retention requirements set by the Department of Finance's retention schedule.</p>
6	<p><u>FORMAL SOLICITATIONS: INVITATION FOR BIDS (IFB) AND REQUEST FOR PROPOSALS (RFP) FOR COMMODITIES/ SERVICES</u></p> <p>Contracts resulting from IFB's and RFP's for commodities and services are retained by the Office of Purchasing (contracts may include addenda). They are publicly opened in the Office of Purchasing and are filed by bid number. The Department of Finance receives the pink copy of the resulting purchase order and 1 original copy of any contract agreement generated.</p>	<p>RETAIN 2 YEARS IN OFFICE, 3 YEARS IN RECORDS CENTER, THEN DESTROY</p> <p>The <u>pink</u> copy of a resulting purchase order and any resulting contract agreement are record copies subject to the r e t e n t i o n requirements set by the Department of Finance</p>
7	<p><u>FORMAL SOLICITATIONS: CAPITAL PROJECT CONSTRUCTION</u></p> <p>These proposals are concerned with long term capital contracts such as roads, bridges, buildings, or utility facilities work. They are filed in folders which contain copies of the appraisal proposals for land acquisition, results of Expression of Interest solicitations, Request for Proposal packages for solicitation of Architectural/Engineering Services, results of the consultant selection committee meeting and backup documents for the actual construction solicitation and back-up correspondence. They are filed by project number and retained in the Office of Purchasing. The Department of Finance receives the <u>pink</u> copy of the resulting purchase order and 1 original copy of any contract agreement generated.</p>	<p>RETAIN FOLDER 2 YEARS IN OFFICE OR UNTIL COMPLETION OF THE PROJECT, WHICHEVER IS LONGER, 3 YEARS IN RECORDS CENTER, THEN DESTROY</p> <p>The <u>pink</u> copy of a resulting purchase order and any resulting contract agreement are record copies subject to the r e t e n t i o n requirements set by the Department of Finance</p>

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8	<p><u>BUY-BACK CONTRACTS</u></p> <p>Buy-back contracts resulting from accepted bids on purchases of equipment are prepared and retained in the Office of Purchasing. They are filed by bid number.</p>	<p>RETAIN IN OFFICE WHILE ACTIVE, 3 YEARS IN RECORDS CENTER, THEN DESTROY</p> <p>The <u>pink</u> copy of a resulting purchase order and any resulting contract agreement are record copies subject to the retention requirements set by the Department of Finance</p>
9	<p><u>SURPLUS SALES</u></p> <p>A record of all County property sold as surplus is retained which includes the item, the price obtained, and all supporting correspondence. The Office of Purchasing retains the original copies.</p>	<p>RETAIN 3 YEARS AND UNTIL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY</p>
10	<p><u>ADVERTISING</u></p> <p>All capital projects, bids, surplus property sales, employment opportunities, notices, etc. are advertised in various newspapers and other media. Transmittal letters as well as the actual advertisement are retained in the Office of Purchasing.</p>	<p>RETAIN 1 YEAR IN OFFICE, THEN DESTROY</p>
11	<p><u>BID SURETY FILE</u></p> <p>On certain bids, a bid surety is a prerequisite. Upon receipt of the surety, the bid number, firm's name and date of receipt are recorded. When the surety is returned to the firm concerned, the return date is also recorded.</p>	<p>RETAIN 90 DAYS IN OFFICE BEYOND ACTIVE PERIOD; THEN DESTROY</p>

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12	<p><u>AGENCY FAICS ANNUAL INVENTORY FORM</u></p> <p>An inventory of County assets is conducted annually. Information on the form includes the identification number, custody department account number, location, purchase price, description, receipt date, manufacturer, and purchase order number. If the item is vehicular, the license plate number and the vehicle identification number are also included. The form has temporary reference value.</p>	<p>RETAIN 1 YEAR IN OFFICE, THEN DESTROY</p>
13	<p><u>GENERAL OFFICE & CORRESPONDENCE FILES</u></p> <p>The files contain general information, copies of letters and memoranda, personnel information, finance forms, budget work papers and other information of a housekeeping nature which have temporary reference value.</p>	<p>RETAIN 1 YEAR IN OFFICE, THEN DESTROY</p>
14	<p><u>BIDDER'S APPLICATIONS</u></p> <p>Bidder's Applications are completed by vendors who wish to provide commodities/services to the County. The application information is entered into the automated purchasing system and can be produced from the automated purchasing system at any time. The Office of Purchasing uses the information to obtain needed commodities/ services.</p>	<p>RETAIN 90 DAYS IN OFFICE, THEN DESTROY</p>
15	<p><u>STATE CONTRACT FILES</u></p> <p>The files contain State Contracts that may be used by the County to obtain commodities. The solicitation process has been completed by the State.</p>	<p>RETAIN IN OFFICE UNTIL CONTRACT HAS EXPIRED, THEN DESTROY</p>

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16	<p><u>RECORDED TAPES OF PRE-SOLICITATION CONFERENCE</u></p> <p>Solicitations that are complicated may require a pre-solicitation conference. The conference content is recorded on cassette tape and used to amend the original solicitation if required.</p>	<p>RETAIN 90 DAYS IN OFFICE, THEN DESTROY</p> <p>The record copy is the copy of any resulting minutes or addendum made a part of the solicitation package (see Item 6).</p>