

RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County
Department of Public Works

Bureau of Engineering
Capital Projects & Admin. Mgmt. Div.

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Bid Project Folder</u> Documentation of the work of Contract Services Office in putting a project out on bid, providing a record of who was invited to bid and who actually bid with results. This file includes: Bid Date Request Form Advertising Letter/Invitation to Bid Proposal Form Addenda Change of Bid Date Letter List of contractors that were sent invitation letters List of contractors that have picked up plans & specs Tabulation of Bids MBE DATA</p>	Retain for five (5) years, then destroy
2.	<p><u>Contractor's Qualification Questionnaire</u> A form listing a contractor's qualifications, which must be completed and filed with the Bureau of Engineering before contractor is allowed to submit a bid on county projects. Qualification Questionnaires must be annually updated.</p>	Retain until annual update is received, then destroy

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

8-14-86 Bruce Propper Ch./Adm. Svcs.
Date Signature Title

[Signature] Edward C. Gunn
Date State Archivist