

DEPT/AGY OCS DIVISION C A & P SUBDIVISION Procurement

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ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
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| 1. | Retention Schedule  | Retain as current until superseded; then in the transitory files.  | Adm. office files                     |
| 2. | Transitory Files Superseded Documents   | Retain for one (1) year, then destroy.   | Adm. office files                     |
| 3. | <b>GENERAL CORRESPONDENCE FILES</b>   | Cut off at end of fiscal year. Retain in office three (3) years, then destroy.   | Administrator's office                |
| 4. | <b>MASTER READING FILES</b>   | Cut off at end of fiscal year. Retain in office three (3) years, then destroy.   | Procurement Section Chief's office    |
| 5. | <b>PURCHASE ORDERS</b> - pink copy of purchase order, specifications, and vendor quotes. Maintained in numerical order. | Cut off at end of fiscal year. Retain in office three (3) years, transfer to to Records Center for four (4) years, then destroy. | Procurement office and Records Center |

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SUBMITTING: Warren K. Wright, Admin.  
OFFICIAL Name/Title

*Warren K. Wright*  
Signature/Date  
6/22/93

Supersedes Document  
Date: 5/4/82

REVIEWING: Gregory P. Harrod, Chief Administrative Services/OCS  
OFFICIAL Name/Title

*Gregory P. Harrod*  
Signature/Date  
6/29/93

APPROVAL: \_\_\_\_\_  
OFFICIAL Name/Title

*Edward C. [Signature]*  
Signature/Date

SEP 13 1993

PRINCE GEORGE'S COUNTY GOVERNMENT  
 COUNTY RECORDS CENTER  
 RECORDS RETENTION SCHEDULE  
 (Continuation Sheet)

DEPT/AGY	OCS	DIVISION	C A & P	SUBDIVISION	Procurement
ITEM NO.	DESCRIPTION	DISPOSITION		LOCATION	
6.	FIELD PURCHASE ORDERS	Cut off at end of fiscal year. Retain in office two (2) years, transfer to Records Center for five (5) years, then destroy.		Procurement office and Records Center	
7.	BID FILES - consisting of specifications, vendor bid submissions, analysis, and award of contracts for services and commodities.	Cut off at end of fiscal year. Retain in office three (3) years or duration of contract thru option periods, whichever is longer, transfer to Records Center for four (4) years, then destroy.		Procurement office and Records Center	
8.	PROCUREMENT SOURCE DOCUMENTS vendor code log, item descriptions, contract documents, purchase status documents and other documents for input into Automated Procurement System.	Cut off at end of fiscal year. Retain in office for nine (9) months, then destroy.		Data Group office	
9.	BIDDER'S APPLICATIONS	Cut off at end of fiscal year. Retain in office five (5) years. Transfer to Records Center for two (2) years, then destroy.		Data Group office and Records Center	
10.	MINORITY BUSINESS REPORTS All county agencies' submissions, monthly and annual procurement activity reports.	Cut off at end of fiscal year. Retain in office for three (3) years. Transfer to Records Center for four (4) years, then destroy.		Data Group office and Records Center	

\*\*\*LAST ITEM\*\*\*