

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

Schedule No. C-671A

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Agency

Division/Unit **OFFICE OF PURCHASING**

Item No.	Description	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p> <p><u>With the exception of "Permanent Records", CD's will be destroyed once the retention period of the records being stored on them has expired.</u></p>	

Schedule Approved by Department, Agency, or Division Representative.
 Date 5/25/99
 Signature *Phyllis L. Pritchett*
 Typed Name **Phyllis L. Pritchett**
 Title **Records Management Officer**

Schedule Authorized by State Archivist
 Date **JUN 8 1999**
 Signature *Edward C. Pappas*

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Agency: HOWARD COUNTY GOVERNMENT Bureau of Management Services
 Division/Unit: Office of Purchasing

Item No.	Description	Retention
1	<p>Supersedes Schedule C-671</p> <p>THE OFFICE OF PURCHASING RECORDS RETENTION AND DISPOSAL SCHEDULE (C-671) HAS BEEN MODIFIED TO REFLECT THE CHANGES WHICH HAVE OCCURRED DURING THE PAST 8 YEARS.</p> <p><u>PURCHASE REQUISITION CS-13-495</u></p> <p>The purchase requisition is a 4-part form (original and 3 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 2 copies 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 them to the Office of Purchasing for the necessary procurement action. The original copy of the requisition is attached to Purchasing's vendor file copy of the purchase order. The second copy (along with Finance's 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 is attached to the user agencies' copy of the purchase order and returned to 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 5 YEARS ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</p> <p>The record copy of the requisition is the copy attached to the Department of Finance's copy of the purchase order. 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.

Date _____
 Signature Harrison B. Showell 3/3/99
 Typed Name Harrison B. Showell
 Title Chief of Purchasing

Schedule Authorized by State Archivist

Date JUN 8 1999
 Signature Edward C. Pagan

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Item No.	Description	Retention
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 back-up 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 5 YEARS ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</p> <p>The <u>pink</u> copy, retained by the Department of Finance is the record copy subject to the retention requirements set by the Department of Finance's retention schedule.</p>

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Item No.	Description	Retention
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 \$15,000.00.</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 5 YEARS ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</p>
4	<p><u>SUB-ORDER RELEASE CS-12-194</u></p> <p>A sub-order release is a 5-part form which is used to place orders 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 5 YEARS ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</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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Item No.	Description	Retention
5	<p><u>MINOR PURCHASE ORDER CS-81-597</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. The Office of Purchasing will only be responsible for record retention of the minor purchase orders generated by the Office of Purchasing.</p>	<p>RETAIN 5 YEARS ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</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 IFBs and RFPs 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 IFB and RFP 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 5 YEARS ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</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>
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 proposal 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 back-up 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 ON CD UNTIL 5 YEARS AFTER COMPLETION OF PROJECT, ONCE CD IS VERIFIED, DESTROY PAPER</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>

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Item No.	Description	Retention
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 ON CD UNTIL 3 YEARS AFTER ACTIVE PERIOD, ONCE CD IS VERIFIED, DESTROY PAPER</p> <p>The pink 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 maintained which includes the item, the price obtained, and all supporting correspondence. The Office of Purchasing retains the original copies for office equipment. Central Fleet retains the original documents for vehicles.</p>	<p>RETAIN 1 YEAR ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</p> <p>Copies of the original documents associated with vehicle sales are subject to the retention requirements set by Central Fleet.</p> <p>Copies of payment documents resulting from the sale are subject to the retention requirements set by the Department of Finance.</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 ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</p>

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Item No.	Description	Retention
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>
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 ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</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 ON CD, ONCE CD IS VERIFIED, DESTROY PAPER</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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Item No.	Description	Retention
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>
17	<p><u>UNOFFICIAL PERSONNEL FILE</u></p> <p>The unofficial personnel files contain information on employees. Files may contain, but are not limited to, copies of applications, resumes, annual reviews, reprimands, disciplinary actions, doctors' slips, accident reports, leave slips, and other documents as appropriate.</p>	<p>Screen annually, and destroy all information no longer needed for current reference.</p> <p>Retain active files for 2 years after termination, then destroy.</p>