

<b>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  RECORDS RETENTION AND DISPOSAL SCHEDULE</b>	Schedule No. <b>C-1236</b> Page <b>i</b> of <b>4</b>
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<b>Agency-</b> Montgomery County Government (MCG) Department of General Services	<b>Division/Unit</b> Office of Procurement
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Schedule Approved by Department, Agency, or Division Representative.  
Date Oct. 1, 2013

Signature *Edward Buchanan*

Typed Name Edward Buchanan

Title Government Records Coordinator

Schedule Authorized by State Archivist

Date 1-27-14

Signature *Timothy D. B...*

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

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Agency- **Montgomery County Government (MCG)  
Department of General Services**

**Division/Unit  
Office of Procurement  
Administrative Record Series**

Item No.	Description	Retention
1-1	<p><b><u>Public Notice of Awards</u></b></p> <p>These are the Office of Procurement's Public Notice of Award to the proposed awardees of a contract resulting from a solicitation for a bid or proposal.</p>	<p>Retain for 20 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention and the original paper version must be destroyed.</p>
1-2	<p><b><u>Contract Review Committee</u></b></p> <p>These are the Office of Procurement's Contract Review Committee Minutes and other documents.</p>	<p>Permanent. Retain 5 years in office, then send to Montgomery County Records Center for 5 years, then transfer to the Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

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RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
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1-3	<p><b><u>Maryland Public Information Act Requests</u></b></p> <p>These documents are requests to the Office of Procurement for information under the Maryland Public Information Act(MPIA).</p>	<p>Retain in office until no longer needed for current County business, then transfer to the Montgomery County Records Center for 5 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention and the original paper version must be destroyed.</p>
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**Agency-** Montgomery County Government (MCG)  
Department of General Services

**Division/Unit**  
Office of Procurement  
Contract Record Series

Item No.	Description	Retention
4-1	<p><b><u>Construction/Architectural and Engineering Administrative Contract Records</u></b></p> <p>These are other Office of Procurement records relating to Construction and Architectural &amp; Engineering Contracts and may include:</p> <ol style="list-style-type: none"> <li>1) Contract Disputes;</li> <li>2) Open Solicitations;</li> <li>3) Protests;</li> <li>4) Requests for Expression of Interest (REOI);</li> <li>5) Requests for Quotations(RFQ)</li> </ol>	<p>Retain in office until expiration date or until document is no longer needed for current County business, whichever is later, then transfer to the Montgomery County Records Center for 20 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention and the original paper version must be destroyed.</p>
4-2	<p><b><u>Construction /Architectural and Engineering Contracts</u></b></p> <p>These are the Office of Procurement's Operations Section Construction and Architectural Engineering Contract Records and may contain:</p> <ol style="list-style-type: none"> <li>1) Amendments</li> <li>2) Award Sheets/Modification Forms</li> <li>3) Bonds</li> <li>4) Change Order documents</li> <li>5) Contract</li> <li>6) Contract Modification</li> <li>7) Contract Review Committee (CRC) documents</li> <li>8) General Correspondence</li> <li>9) General Information</li> <li>10) Maryland Public Information Act (MPIA) documents</li> <li>11) Minority, Female, Disabled Persons (MFD), and Compliance</li> <li>12) Purchase Orders/Change Orders to PO</li> <li>13) RFP Solicitation</li> <li>14) Requisitions</li> </ol>	<p>Retain in office until expiration date or until document is no longer needed for current County business, whichever is later, then transfer to the Montgomery County Records Center for 20 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention and the original paper version must be destroyed.</p>

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**Agency-** Montgomery County Government (MCG)  
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Office of Procurement  
Contract Record Series

Item No.	Description	Retention
4-3	<p><b><u>Construction/Architectural and Engineering Request for Proposals (RFPs)</u></b></p> <p>These are the Office of Procurement's Operations Section Request for Proposal Solicitation documents for construction &amp; architectural/engineering projects from unsuccessful proposers and may also include copies of the Request for Proposal (RFP) solicitation and RFP amendments.</p>	<p>Retain in office until expiration date or until document is no longer needed for current County business, whichever is later, then transfer to the Montgomery County Records Center for 20 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention and the original paper version must be destroyed.</p>
4-4	<p><b><u>Construction/Architectural and Engineering Invitation for Bids (IFBs)</u></b></p> <p>These are the Office of Procurement's Operations Section Invitation for Bid Solicitation documents from unsuccessful bidders for construction &amp; architectural/engineering projects and bids, and may include copies of the Bid solicitations and Bid amendments.</p>	<p>Retain in office until expiration date or until document is no longer needed for current County business, whichever is later, then transfer to the Montgomery County Records Center for 20 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention and the original paper version must be destroyed.</p>