

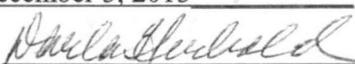
**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

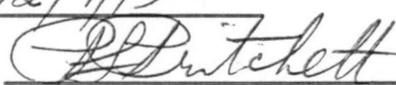
Schedule No. C-1212

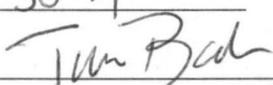
Page 1 of 2

Agency: HOWARD COUNTY GOVERNMENT **Division/Unit:** OFFICE OF PURCHASING
Department of County Administration

Item No.	Description	Retention
1	<p align="center">This Supersedes Schedule C-1011</p> <p>“The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</p> <p><u>PURCHASE ORDERS AND CHANGE ORDERS – GOODS AND SERVICES GENERAL VENDOR FILES</u></p> <p>Purchase Orders and Change Orders are electronic forms generated by the Office of Purchasing. Purchasing prints the fully approved order and retains a hard copy with the procurement file in the Office of Purchasing.</p>	<p>Scan paper copy to Maryland State Archives standards and import into County’s document management system then destroy. Retain electronic version in County’s document management system for 5 years beyond expiration date, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative:
 Date: December 3, 2013
 Signature: 
 Typed Name: Darla Herbold
 Title: Purchasing Administrator

Schedule Approved by County Records Management Representative:
 Date: 12/9/13
 Signature: 

Schedule Authorized by State Archivist:
 Date: 1-30-14
 Signature: 

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

Schedule No. C-1212

Page 2 of 2

Agency: HOWARD COUNTY GOVERNMENT **Division/Unit:** OFFICE OF PURCHASING
Department of County Administration

Item No.	Description	Retention
2	<p><u>PURCHASE ORDERS AND CHANGE ORDERS CAPITAL CONSTRUCTION</u></p> <p>Purchase Orders and Change Orders for Capital Construction are electronic forms generated by the Office of Purchasing. Purchasing prints the fully approved order and retains a hard copy with the procurement file based on project number in the Office of Purchasing until Capital project is closed.</p>	<p>Scan paper copy to Maryland State Archives standards and import into County's document management system then destroy. Retain electronic version in County's document management system for 12 years beyond project completion date, then destroy.</p>
3	<p><u>CONTRACTS</u></p> <p>Contracts (Commodity, Service and Property Lease) are electronic forms generated by the Office of Purchasing. Purchasing prints the fully approved contract and retains a hard copy with the procurement file in the Office of Purchasing.</p>	<p>Scan paper copy to Maryland State Archives standards and import into County's document management system, then destroy paper copy. Retain electronic version in County's document management system for 5 years beyond contract expiration date, then destroy.</p>
4	<p><u>CANCELED FORMAL SOLICITATIONS: INVITATION FOR BIDS (IFB), REQUEST FOR PROPOSALS (RFP) AND EXPRESSION OF INTERESTS (EOI)</u></p> <p>The IFBs, RFPs and EOIs (which may include addenda) for commodities and services are electronic and paper documents that describe the required goods and services which have been canceled.</p>	<p>Scan paper copy to Maryland State Archive's standards and import into County's document management system then destroy paper copy. Retain electronic version in County's document management system for 5 years then destroy.</p>
5	<p><u>REQUEST FOR PROPOSAL (RFP) - NON SELECTED VENDORS</u></p> <p>Vendors that submitted a proposal to a RFP and were not selected for interviews.</p>	<p>Scan paper copy to Maryland State Archives standards and import into County's document management system bi-annually in April and October then destroy paper copy. Retain electronic version in County's documents management system for 5 years then destroy.</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p style="text-align: center;">AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">PAGE <u>1</u> OF <u>5</u></p>
<p>1. Department/Agency Office of Purchasing</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title PURCHASE ORDERS AND CHANGE ORDERS – GOODS AND SERVICES GENERAL VENDOR FILES</p>	<p>5. Earliest Year/Latest Year <u>2008</u> to <u>2010</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Vendor Files, General Files, Service and Commodity Purchase Orders and Change Orders</p>		
<p>7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>4</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p> <p>10. Annual Accumulation <u>4</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p>
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Gateway Building, 5th Floor, Suite 501</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Scan paper copy to Maryland State Archives standards and import into County's document management system then destroy. Retain electronic version in County's document management system for 5 years beyond expiration date, then destroy.</p>	
<p>19. Name and Title of Preparer Robin Fewell, Administrative Aide</p>	<p>20. Telephone Number 410-313-6372</p>	<p>21. Date December 3, 2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p align="center">AGENCY RECORDS INVENTORY</p> <p align="center">PAGE <u>2</u> OF <u>5</u></p>
<p>1. Department/Agency Office of Purchasing</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title PURCHASE ORDERS AND CHANGE ORDERS CAPITAL CONSTRUCTION</p>	<p>5. Earliest Year/Latest Year <u>2008</u> to <u>2012</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Service and Commodity Purchase Orders and Change Orders for Capital Construction</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>4</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p> <hr/> <p>10. Annual Accumulation <u>4</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Gateway Building, 5th Floor, Suite 501</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Scan paper copy to Maryland State Archives standards and import into County's document management system then destroy. Retain electronic version in County's document management system for 12 years beyond project completion date, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Robin Fewell, Administrative Aide</p>	<p>20. Telephone Number</p> <p>410-313-6372</p>	<p>21. Date</p> <p>December 3, 2013</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p align="center">AGENCY RECORDS INVENTORY</p> <p align="center">PAGE <u>3</u> OF <u>5</u></p>
<p>1. Department/Agency Office of Purchasing</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title CONTRACTS</p>	<p>5. Earliest Year/Latest Year <u>2008</u> to <u>2011</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Expired Contracts (Commodity, Service and Property Lease)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>12</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p> <hr/> <p>10. Annual Accumulation <u>12</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Gateway Building, 5th Floor, Suite 501</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Scan paper copy to Maryland State Archives standards and import into County's document management system, then destroy paper copy. Retain electronic version in County's document management system for 5 years beyond contract expiration date, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Robin Fewell, Administrative Aide</p>	<p>20. Telephone Number</p> <p>410-313-6372</p>	<p>21. Date</p> <p>December 3, 2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>5</u></p>
<p>1. Department/Agency Office of Purchasing</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title CANCELED FORMAL SOLICITATIONS: INVITATION FOR BIDS (IFB), REQUEST FOR PROPOSALS (RFP) AND EXPRESSION OF INTERESTS (EOI)</p>	<p>5. Earliest Year/Latest Year <u>2008</u> to <u>2012</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Canceled Bids</p>		
<p>7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p> <p>10. Annual Accumulation <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p>
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Gateway Building, 5th Floor, Suite 501</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Scan paper copy to Maryland State Archive's standards and import into County's document management system then destroy paper copy. Retain electronic version in County's document management system for 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Robin Fewell, Administrative Aide</p>	<p>20. Telephone Number 410-313-6372</p>	<p>21. Date December 3, 2013</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>5</u>	
1. Department/Agency Office of Purchasing	2. Division	3. Unit	
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title REQUEST FOR PROPOSAL (RFP) - NON SELECTED VENDORS		5. Earliest Year/Latest Year <u>2008</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Request for Proposal (RFP) Non-Awards			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u> 10. Annual Accumulation <u>4</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Gateway Building, 5 th Floor, Suite 501		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Scan paper copy to Maryland State Archives standards and import into County's document management system bi-annually in April and October then destroy paper copy. Retain electronic version in County's documents management system for 5 years then destroy.	
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