



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-96

DEPARTMENT REVENUE		DIVISION Information Technology	SECTION Administrative	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1	Competitive Bids, Solicitations RFIs, RFP's	6 years following expiration or termination of resulting commitment document	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
2	Consumable Assets	3 Years + Current			
3	Contracts	6 years following expiration or termination			
4	CSTARS Inventory	4 years after disposition of equipment			
5	General Ledger Reports	3 Years + Current			
6	Invoices	1 Year + Current			
7	Legislation <i>FILE (Copy)</i>	Retain until obsolete, superseded or administrative value is lost.			
8	Long Distance Phone Memo	3 Years + Current			
9	MV Billing Statements	5 Years + Current			
10	MV Extracts	3 Years + Current			
11	Packing Slips <i>for Products</i>	Retain until obsolete, superseded or administrative value is lost.			
12	PMO Change Control Policy	3 Years + Current			
13	PMO Escalation Policy	3 Years + Current			
14	PMO Managed Projects Policy	3 Years + Current			
15	Procurement Card	3 Years + Current			
16	Project Management Office Templates	3 Years + Current			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketchum</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Graybal</i>	Date <i>9-27-04</i>
Attorney General's Signature <i>John W. Suthers by m.m.</i>	Date <i>5/13/05</i>	State Auditor's Signature <i>Sally J. Genski</i>	Date <i>10/29/04</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
17	Purchase Orders	6 years following expiration or termination	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
18	Software Licenses	4 years after obsolete or replaced	
19	Sole Source Documents	6 years following expiration or termination (although no express retention requirement set forth in Records Management Manual)	
20	Telecomm Reports	3 Years + Current	
21	Travel Reimbursement Vouchers	3 Years + Current	

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State Archivist's Signature <i>Terry Ketchum</i>	Date 10/8/2004	Records Liaison Officer's Signature <i>Julie Keybal</i>	Date 9-27-04
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 5/13/05	State Auditor's Signature <i>Dolly J. Manski</i>	Date 10/29/04

SA-194 (REV 1/78)