

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
94-1

ADMINISTRATION		DIVISION <i>STATE BUDGETS</i> <del>PURCHASING</del>	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1.	CONSTRUCTION PROJECT RECORDS				
	A. Contract Documents (Definitive Copy)	PERMANENT			
	B. Project Inspection Records (Definitive Copy)	PERMANENT			
	C. As-Built Drawings	PERMANENT		Maintain one set in Division  Transfer one set to the custody of the State  Archivist	
2.	REAL ESTATE RECORDS	PERMANENT			
	A. Titles				
	B. Easements				
	C. Right-of Way				
	D. Free Interest Records				

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	DATE	RECORDS LIAISON OFFICER'S SIGNATURE	DATE
ATTORNEY GENERAL'S SIGNATURE	DATE	STATE AUDITOR'S SIGNATURE	DATE

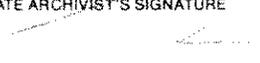
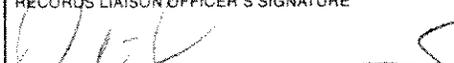
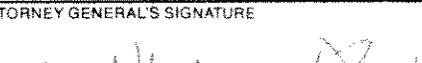
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DEPARTMENT		DIVISION	SECTION	PERMANENT <input type="checkbox"/>	NON-PERMANENT <input type="checkbox"/>
ADMINISTRATION		PURCHASING			
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1.	PURCHASE REQUISITIONS	4 YEARS + CURRENT			
2.	PURCHASE ORDERS	4 YEARS + CURRENT			
3.	BIDS/REQUESTS FOR PROPOSALS & SUPPORTING DOCUMENTATION				
	A. ACCEPTED	4 YEARS + CURRENT			
	B. REJECTED	1 <sup>year</sup> <del>YEAR</del> + CURRENT			
4.	PRICE AGREEMENTS	4 YEARS + CURRENT			
5.	VENDOR APPLICATIONS	4 YEARS + CURRENT			
6.	CONSTRUCTION PROJECT RECORDS	SEE ATTACHED			
7.	REAL ESTATE RECORDS	SEE ATTACHED			
<p>NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT. NO CONTRACT, PURCHASE ORDER, OR PRICE AGREEMENT SHOULD BE DISPOSED OF BEFORE THE EXPIRATION OF TWELVE MONTHS AFTER THE END OF THE LIFE OF SUCH CONTRACT, PURCHASE ORDER, OR PRICE AGREEMENT.</p>					

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STATE ARCHIVIST'S SIGNATURE 	DATE	RECORDS LIAISON OFFICER'S SIGNATURE 	DATE 7-1-93
ATTORNEY GENERAL'S SIGNATURE 	DATE 1/2/94	STATE AUDITOR'S SIGNATURE 	DATE 7/26/93