



ARCHIVES#
16-46

DEPARTMENT Revenue	DIVISION Executive Director's Office	SECTION Purchasing and Contracts Services	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
------------------------------	------------------------------------------------	-----------------------------------------------------	-----------------------------------------------------------------------------------------

ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	Cancelled Solicitations Files	Retained by state agency/institution requesting the bid for one year	#1, 7-1
2	Contract and Purchase Order Files, Including Leases and Interagency Agreements	Contracts signed by delegated state agencies/institutions retained by delegee for six years after the contract term ends	#1, 7-3
3	Successful Bids and Proposals	Retained by state agency/institution for six years after expiration or termination of the contract	#1, 7-7
4	Unsuccessful Offers (Bids and Proposals)	Retained by state agency/institution for two years after contract signed or purchase order issued	#1, 7-10
5	Protest and Appeal Records	Retained by state agency/institution for one year after contract or purchase order signed	#1, 7-12

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.16.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-7-16