

Procurement

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G165	Procurement, Competitive Bid	This series includes documents involved in the competitive bid process for contracts, requests for proposals, requests for bids, or related. These may include advertisements, drawings and specifications, scoring documents, budgets, recap and tabulation sheets, bidder packets or applications, award and rejection letters, and requests for copies of proposals or submitter lists.	Hold one (1) year after award of contract and conclusion of any challenges, then dispose of all documents specific to the unsuccessful bidders. All other information will be incorporated into the awarded contract.	4/20/2023
G166	Procurement - State Contract, Federally Funded	Documents relating to procurement of goods and services on state contract. Included are copies of the contract and supporting documentation.	Hold five (5) years from the end of the fiscal year purchased, then dispose. Audit must have been released three (3) years prior to disposal.	4/20/2023
G167	Procurement - State Contract, State Funded	Documents relating to procurement of goods and services on state contract. Included are copies of the contract and supporting documentation.	Hold three (3) years from the end of the fiscal year purchased, then dispose. Audit must have been released three (3) years prior to disposal.	4/20/2023