

Schedule Applicable to: ALL LOCAL GOVERNMENT AGENCIES

Schedule Title: PURCHASING - PROCUREMENT

DISPOSITION AUTHORITY GS50-08A

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
7	PURCHASE ORDER, REQUISITION AND BID LOGS LISTING Listing of purchase order, requisitions, and/or bids in numerical order, including date, item, amount, department, and vendor.	OFM	3 years	Destroy when obsolete or superseded	GS50-08A-07	
8	PURCHASE/FIELD ORDERS Official statement documenting the purchase of commodities, goods, or services on contract or not subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-08	
9	RECEIVING REPORTS Listing of items actually delivered to purchaser used to make sure that the shipment is correct and complete.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-09	
10	REQUISITIONS Official statement documenting the purchase of commodities, goods, or services subject to bid.	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-10	
11	UNSUCCESSFUL BIDS AND PROPOSALS Includes statement of qualification.	OFM	2 years	Destroy when obsolete or superseded	GS50-08A-11	
12	WITHDRAWAL/CANCELLATION/CHANGE OF PURCHASE ORDERS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-12	
13	WOMEN AND MINORITY OWNED BUSINESS ENTERPRISE (WMBE) VENDOR COMPLIANCE REPORTS	OPR	6 years	Destroy when obsolete or superseded	GS50-08A-13	Note: Initiative Measure 200 went into affect 12/98. Disposition of this series may begin in 2005.

Schedule Title: PURCHASING - SURPLUS PROPERTY

DISPOSITION AUTHORITY GS50-08C

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	ADVANCE NOTIFICATIONS OF AUCTION – SURPLUS PROPERTY	OFM	3 years or until completion of State Auditor's examination report	Destroy when obsolete or superseded	GS50-08C-01	
2	AUCTION AUTHORIZATION FILES Copy of resolution or ordinance and related documents authorizing auction of surplus property.	OFM	Clerk of governing council, commission, or board - PERMANENT - Attach to resolution or ordinance	Destroy when obsolete or superseded	GS50-08C-02	
3	BILL OF SALE – SURPLUS PROPERTY	OPR	6 years	Destroy when obsolete or superseded	GS50-03A-04	
4	SURPLUS PROPERTY INVENTORY	OPR	6 years	Destroy when obsolete or superseded	GS50-08C-06	
5	SURPLUS PROPERTY INVENTORY TRANSFER SHEET Transferring specific fixed assets from departments to Surplus Property.	OFM	3 years	Destroy when obsolete or superseded	GS50-08C-07	