General Records Schedule

Purchasing & Procurement

Effective: November 2013

For Use By

State of Wisconsin Government Agencies

INTRODUCTION

PURPOSE

Agencies must maintain proper documentation of purchasing and procurement activities to meet internal administrative needs, legal demands and program and financial audit requirements. This general records schedule provides agency staff with a sound basis for proper program documentation.

This schedule:

- Provides the framework to ensure agencies retain purchasing and procurement records as long as needed for internal administration and to meet legal, fiscal, audit and other State and Federal Government requirements;
- Provides Wisconsin state agencies with uniform guidelines for the retention and disposition of common purchasing and procurement records;
- Promotes cost-effective management of records; and,
- Provides agencies with legal authorization to dispose of obsolete records in the normal course of business on a regularly scheduled basis after the time requirements in the established retention periods have been satisfied.

Retention and disposition policies in this schedule should be implemented in a timely and efficient manner.

SCOPE

Wisconsin procurement statutes provide a framework for the policies and procedures used by state agencies and institutions to acquire goods and services needed for day-to-day operations. State procurement laws and policies are established as follows:

- Wis. Stats. § 16.70-16.78, apply to all general purchasing of goods and services by agencies and institutions;
- AMD5-11 and 50, Wisconsin Administrative Code, define purchasing and competitive bidding policies; and,
- The State Procurement Manual sets forth detailed procurement policies and procedures.

This schedule covers records which most state agencies, including the University of Wisconsin System Administration and the University of Wisconsin Institutions, all Wisconsin counties, municipalities and other units of local government create and use to administer the procurement of commodities and services. The schedule is applicable to purchasing and procurement records whether maintained in central, regional, district or procurement program units and regardless of format or media.

This general schedule may *not* include records which are solely unique to the mission of a single agency. The department or institution is responsible to write program-specific Retention Disposition Authorizations (RDAs) to schedule unique or mission-related records which would apply only to that single agency.

RECORDS FORMAT

Records covered in this schedule may be retained either in electronic or in paper format. This schedule also applies to all records born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained and managed by the Department of Administration (DOA) and other state agencies. To safeguard the information contained in records maintained ***exclusively*** in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in *Wisconsin Administrative Rule, Chapter ADM 12*.

INTERRELATED RECORDS CROSS-REFERENCED

There are records related to purchasing and procurement which are covered by other approved general records schedules. Several RDAs in the previous Purchasing and Procurement General Records Schedule have now been superseded by those in the *Administrative Records General Records Schedule* and the *Fiscal and Accounting General Records Schedule*. (Please see the *Purchasing and Procurement General Records Schedule Superseded and Obsolete RDAs summary* at the end of this schedule for more information.)

FOR EFFECTIVE USE OF THIS SCHEDULE

This schedule requires some interpretation and training on specific agency titles of purchasing and procurement records as the titles of records series contained herein may not be the exact titles used by every agency. If agency staff is uncertain about the schedule's application to a specific group of records or, needs help determining whether or not a specific record is confidential, they should seek assistance from their purchasing or procurement manager, their agency records officer, agency legal counsel or DOA's State Bureau of Procurement. (For other sources of advice, please see the paragraph below entitled *Additional Information and Assistance*.)

OFFICIAL RECORD

Many documents are produced in purchasing and procurement areas across multiple disciplines and locations within state agencies. In some state agencies, a central purchasing/procurement bureau maintains the official record of the agency's purchasing records. In larger state agencies, regional, district or program units may be designated as the record custodians for the official record of procurement related records. If multiple sets of records are retained within a single state agency, that agency must identify and designate the official record for each purchasing record series.

The official record is that record which must be retained to satisfy single or multi-agency audit or legal requirements of purchasing and procurement activities. The official record applies to information in all formats which is maintained by state agencies including electronic data contained in DOA's VendorNet database or other applications and systems utilized by the state. The agency which is required to retain the official record for each record series contained herein is identified.

It is essential for proper record keeping that agencies proactively identify and assign responsibility for the retention of its official records separately from reference or convenience copies.

REFERENCE / CONVENIENCE COPIES

Reference copies are duplicates kept by agency staff for their convenience. These copies are considered ***non-records*** under Wis. Stat. § 16.61(2), and should be destroyed when no longer needed. For example, a file of purchase requisitions may be retained by the purchasing / procurement program as a convenience however the agency's accounting staff is responsible to retain the official record. If agency staff do retain convenience copies, when the retention period set for the official record has expired, the convenience copy takes on the de facto status of the official record. Therefore, ***DO NOT*** keep reference or convenience copies longer than the retention periods specified in this schedule. Do not send reference or convenience copies to the State Records Center.

In addition, product reference files, i.e., information and reference materials related to commodities and services that *may* be purchased are considered *non-records*. These materials may include catalogs, news clippings, consumer reports, federal specifications and sample master specifications. These materials can be voluminous, therefore agency personnel should establish procedures to determine the need, if any, to reference these materials and establish policies to destroy outdated, unnecessary product reference materials. If one of the saved reference materials becomes necessary to support a purchase, it then becomes an official record and must be retained as part of the appropriate contract file.

CONFIDENTIALITY OF RECORDS

Most procurement related records are not confidential but are open and public however, there are exceptions such as trade secrets pursuant to Wis. Stat. § 19.36 (5), and as defined in Wis. Stat. § 134.90(1) (c). Vendors may identify records or portions of records as trade secrets and in so doing, these records may become confidential. Please see section *PRO-D-23 of the State Procurement Manual* for additional information.

It is standard record management practice to maintain confidential information separately in the applicable procurement record series. If there is doubt regarding whether or not a specific record is confidential, staff is advised to check with agency legal counsel. Records which may contain confidential information are identified with a 'Yes' designation on the listing of each record series contained herein.

PERSONALLY IDENTIFIABLE INFORMATION (PII)

Wis. Stat. § 16.61(3) (u), requires authorities to specifically identify certain record series within a general records schedule which contain personally identifiable information (PII). Wis. Stat. § 19.62(5), defines PII broadly as "information that can be associated with a particular individual through one or more identifiers or other information or circumstances." For example, certain records may contain personally identifiable information such as resumes with telephone numbers, addresses, etc., which can be associated with a particular individual. There may be legal limitations in disclosure of this information. If in doubt as to whether a specific record series contains PII, check with agency legal counsel.

CONTROL, RETENTION AND DISPOSITION OF PURCHASING AND PROCUREMENT RECORDS

Agencies should use this schedule to manage the disposition of records that are no longer needed on a regular basis.

MAINTAINING INACTIVE RECORDS:

Records which have lived through their immediate use but must remain accessible for the duration of their retention lifecycle are called inactive records. Inactive records may be stored at the State Records Center. The State Records Center uses a records retention inventory database to manage all inactive records. Each agency maintains legal custody of its records while stored at the State Records Center. The records are provided a greater level of security as only individuals authorized by agency records officers are allowed access. All records are tagged for destruction or transfer upon entering the State Records Center and records officers are notified at the correct time when records have completed their lifecycle.

RECORDS TRANSFER:

The Wisconsin State Historical Society is responsible for the preservation of state government records which have historical value. Some of the RDAs contained in this schedule require the associated records be transferred to the State Historical Society instead of being destroyed. The RDAs requiring the transfer of these records are identified in the Minimum Retention and Disposition column. The State Historical Society is available to assist agencies with identifying records which may have historical value.

RECORDS DESTRUCTION OF CONFIDENTIAL AND SENSITIVE INFORMATION:

When disposing of records which have met their retention periods, agencies must ensure that records identified in this schedule as containing personally identifiable information (PII) or confidential information are destroyed in such a way as to assure the information cannot be compromised or reconstructed. RDAs in this schedule may contain PII, confidential or both types of information. Any records identified in this schedule with one or both of these types of information (i.e. with a "Yes" in the PII or Confidential column in the schedule) must be destroyed in a confidential manner. Shredding is the best method to ensure proper disposal of PII and confidential information. The State Records Center offers confidential destruction services to all state agencies.

RETAINING RECORDS BEYOND DESTRUCTION OR TRANSFER DATE

Retention periods and disposition directions contained in this document are state policy requirements for purchasing and procurement records. Agencies are required to follow this schedule and to transfer or destroy purchasing records in the normal course of business. Records must however be retained longer by an agency if one or more of the conditions listed below apply.

- Particular records are the subject of an audit;
- Particular records are needed for a legal action;
- An open records request for retrieval of particular records is in process; and/or,
- The Retention Disposition Authorization has expired or a new RDA is under development.

Pursuant to Wis. Stat. § 19.35(5), Wisconsin Open Records Law forbids the destruction of any record after an inspection or record request until the request is granted, or at least 60 days after the date that the request is denied. Court orders may extend this time period. Contact your agency records custodian or legal counsel for advice as needed.

It is the responsibility of the office holding the record to determine if an audit, litigation or an open records request is pending before disposing of that record.

VENDORNET

VendorNet is an electronic purchasing information system which provides easy access to a wide variety of information of interest to vendors who wish to provide goods and services to state agencies and municipalities. General information on how to do business with the state, names, addresses and telephone numbers of state agency procurement staff and a summary of what the state buys and how much it spends is included. In addition, information on certified work centers, minority business enterprises, recycling and affirmative action programs is available. Vendors may register with the state by providing information on their company and their goods and services. The annual registration provides vendors with an automatic notification of all state agency procurements over $50,000 in the area(s) of interest for which they registered. State agencies use VendorNet to reduce bidding preparation time for state agency personnel and to improve opportunities for vendors to be notified of potential bidding opportunities.

DOA's VendorNet is the only official, electronic data system included in this schedule. Agencies and UW System institutions maintaining separate information systems or databases to help manage purchasing and procurement activities must develop their own RDAs to schedule these systems.

VendorNet may be replaced with an enterprise purchasing and procurement system within the next several years. Should that occur, the record series in this schedule now applicable to VendorNet, would then apply to that new system.

DOA's, State Bureau of Procurement is committed to converting data to new technology to assure accessibility over time to comply with the requirements of *Wisconsin Administrative Rule, Chapter ADM 12*.

DELEGATION OF PURCHASING AUTHORITY TO AGENCIES

Agencies may have delegated authority to conduct procurements as defined in PRO-A-3 in the State Procurement Manual. Agencies with delegated authority are required to follow this general records schedule and any agency-specific RDAs just as non-delegated agencies are so obligated.

RECORDS RELATED TO THE USE OF FEDERAL FUNDS

This schedule applies to records related to purchasing from Federal funding sources as well as State funds. The Public Records Board has established a minimum retention period of six (6) years after completion or denial of a grant to meet most State and Federal audit requirements. See the *Administrative Records General Records Schedule*, RDA *#ADM00013 Grant Documentation*, on the Public Records Board website for more information.

WISCONSIN DOCUMENT DEPOSITORY PROGRAM

Wis. Stats. § 35.81 – 35.84, as amended by 1991 Wisconsin Act 285, requires Wisconsin state agencies to send copies of their publications, regardless of format, to the Wisconsin Reference and Loan Library for distribution to libraries through the Wisconsin Document Depository Program. The Wisconsin Document Depository Program collects and distributes state publications in print and electronic formats to Wisconsin libraries; preserves and makes available a record of major state government programs; and, assures the availability of state publications for use by the public throughout Wisconsin now and in the future. For more information, contact the Wisconsin Reference and Loan Library via email at statedocuments@dpi.wi.gov .

ELECTRONIC STATE PUBLICATIONS

Many state publications are now born digital. They are only published on the Web. Electronic publications are collected and preserved as part of the Wisconsin Document Depository Program. Uniform Resource Locators (URLs) to state publications published electronically on Wisconsin State Agency websites should be emailed directly to statedocuments@dpi.wi.gov as a way for state agencies to fulfill the statutory obligation to participate in the Wisconsin Document Depository Program.

FOR ADDITIONAL INFORMATION AND ASSISTANCE

Each agency has a designated records officer who serves as liaison to the Public Records Board. The records officer is responsible for records management planning, program development and assistance in your agency to include training on the use and implementation of general records schedules. Agency records officers are also available to work with purchasing and procurement personnel to design information management processes and implement organized filing systems that are consistent with effective, efficient records management principles. Filing systems should meet staff informational needs and facilitate cross-referencing to the retention and disposition guidance contained in this schedule.

For additional information and assistance implementing this general schedule or organized filing systems, agencies staff should contact (as applicable):

- Agency Records Officer or Records Coordinator.
- Agency Purchasing or Procurement Staff.
- DOA State Bureau of Procurement, 101 East Wilson Street, P.O. Box 7867, Madison, WI 53707-7867.
- UW System Administration, Office of General Counsel, 1852 Van Hise Hall, 1220 Linden Dr. Madison, WI 53706.
- Agency legal counsel.

In addition, the Public Records Board developed an ***Introduction to General Records Schedules*** to provide more information and guidance on the use of general records schedules. Public Records Board staff can offer technical assistance and training to assist agencies with record management, including records scheduling and interpretation of schedules. Contact the State Records Center for more information.

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
STATE USE BOARD WORK CENTERS								
PUR00001	**Work Center Certification, Recertification and Product and Service Development Files**	The Wisconsin State Use Board pursuant to Wis. Stat. § 16.752, identifies requirements for state agency procurement of materials, supplies, equipment and contractual services from Work Centers for persons with severe disabilities. Work Centers are certified pursuant to Wis. Stat. § 16.752, and licensed pursuant to Wis. Stat. § 104.07. This record series includes Work Center certification and recertification files which include but are not limited to qualification materials, articles of incorporation, by-laws, Internal Revenue Service tax-exempt letters, the sub-minimum wage license from the Department of Workforce Development and other correspondence and documents covering issues related to Work Center eligibility for certification or recertification. Records in this series may also include Work Center related requests to develop a product or service, related correspondence and decision.	Date on Certification or Recertification Letter	EVT + 4 Years and Destroy	No	No	*State Bureau of Procurement retains official record* Use PUR00010 for actual Work Center contracts	**90107**
CONTRACT COMPLIANCE								
PUR00002	**Contract Compliance Program File**	Contractors doing business with the State must comply with non-discriminatory practices pursuant to Wis. Stat. § 16.765. This record series includes contractor affirmative action plans, contract compliance forms and other program materials and correspondence to ensure contractor complies with the State's requirements.	Contract End Date	EVT + 4 Years and Destroy	No	No	Examples include Affirmative Action Exemption form; Subcontractor List *State agencies retain official record. Note: DOA may also be a state agency*	**90116**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
PUR00003	**Contract Compliance Vendor Directory**	Contractors that have submitted Affirmative Action Plans are eligible to provide products and services to the State. This record series covers the directory which lists contractors that are eligible under Wis. Stat. § 16.765. The directory is updated regularly and posted on VendorNet, the state's purchasing database.	Date on Directory	Superseded then Destroy Vendor remains on the Directory until no longer eligible.	No	No	*State Bureau of Procurement retains official record*	**90117**
REQUEST FOR PURCHASING APPROVAL/AUTHORITY								
PUR00007	**Requests for Purchasing Approval/ Authority and Procurement Plans**	Agencies are required to secure approval or authority from the State Bureau of Procurement to initiate procurements beyond the agency's delegated dollar level for a bid, request for proposal or sole source purchase; and, for the purchase of legal services or motor vehicles of any dollar amount per PRO-C-2 in the State Procurement Manual. In addition, per PRO-A-4, agencies are required to submit procurement plans to the State Bureau of Procurement for authorization of intended purchases. This record series covers the request for purchasing approval or authority (RPA) form, correspondence and related records and the documents associated with the procurement plan process between the state agency and the State Bureau of Procurement. ***Note:*** *Agencies should use PUR00010 for its own internal records.*	End of Resulting Contract or, RPA or Procurement Plan Denial Date	EVT + 6 Years Then Destroy	No	No	RPA Form and associated documentation; Procurement Plans and related documents. *State Bureau of Procurement retains official record*	**90111**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
CASE LETTERS								
PUR00009	**Case Letters**	Some purchases require the Governor's signature, e.g., the procurement of motor vehicles. In these situations, the agency submits justification for the unique purchase along with the signature of the agency head/chancellor or designee confirming that all applicable state and federal statutes, rules, regulations and guidelines are being followed. The request is sent to the State Bureau of Procurement which performs a complete analysis of the request and if appropriate, then submits a case letter for the procurement to the Governor. If the Governor approves the purchase by signature, the agency may begin the procurement process. ***Note:*** *Agencies should use PUR00010 for its own internal records.*	Date of Final Approver's Signature on Case Letter	EVT + 25 years then Destroy	No	No	*State Bureau of Procurement retains official record*	**New**
CONTRACTS AND REQUESTS FOR BIDS/PROPOSALS								
PUR00010	**Contract and Request for Bid / Proposal File**	This record series documents the procurement of all commodities and services which may require a contract including piggyback, simplified and best judgment procurements as well as Requests for Information, and those where the purchase order serves as the single contract. This record series also documents compliance with the requirements of Wis. Stat. § 16.705, and state policies for contractual services. File documents include standards committee activities such as agendas, minutes, meeting results and correspondence, etc. File documents also include the official Request for Bid/Proposal, record of award, signed contract or agreement, amendments, Certificates of Insurance, price lists, research materials, fair market information, cost analyses, protests, disputes, complaints, warranties, correspondence and related records. In addition, file documents also include forms and related documents associated with notifications and approvals for telecommunications, graphic reproduction equipment, banking services and private guard services. Refer to PRO-C-5, PRO-C-8 and PRO-C-12 in the State Procurement Manual for additional	End Date of Resulting Contract or Cancellation Date of Contract or Bid/Proposal	EVT + 6 years then Destroy	Yes	Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5). Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential	Resumes submitted with bids/proposals for services may contain PII such as home addresses, personal telephone numbers, license numbers, etc. *State agencies retain official record. Note: DOA may also be a state agency.*	**90112** **90115** **90124** **90129**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
		documents which must be retained in this records series. ***Note:*** *Purchasing records, such as purchase requisitions, interrelate with fiscal and accounting records. Agency purchasing and procurement staff must determine with accounting units which work area is responsible to maintain the official record. Official records are retained under RDA # 90000021 in the Fiscal and Accounting General Records Schedule. If the accounting unit is responsible for the official record, purchasing and procurement staff may choose to keep a reference/convenience copy of such records with the Contract and Request for Bid/Proposal File.* ***Note:*** *The following practices are recommended for agency handling of product samples received with vendor bids and proposals:* ***Product Samples Not Selected:*** *Return losing samples to bidders/vendors at time of award to successful bidder.* ***Winning Product Samples:*** *Actual samples of products related to successful bids and contracts such as socks, shoes, cloth samples, etc., should be returned to the bidders/vendors. Perishable items such as food or bulky items such as mattresses, appliances or road salt samples should also be sent back to the winning vendor. To the extent practical, retain other winning samples for the life of the contract and then return to the bidder/vendor. In these cases, test results supporting the purchase decision should be retained for the life of the contract.* ***Note:*** *Product and service warranties follow PUR00010 to retain the official record however a reference copy should be sent to the program area to maintain service or product performance.*				that is not actually protected by law. Check with your agency's legal counsel.		

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
VENDOR PERFORMANCE								
PUR00015	**Vendor Performance Files**	Agencies monitor contractor performance to assure service and commodity expectations meet specifications. Records in this series include documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts including failure to deliver services or commodities in a timely manner. These records may be used to support the renegotiation or cancellation of a contract or agreement. Refer to PRO-G-6 in the State Procurement Manual for more information on vendor performance.	Contract End Date	EVT + 6 Years and Destroy	No	No	*State agencies retain official record. Note: DOA may also be a state agency.*	**90123**
MANAGEMENT REVIEWS								
PUR00020	**State Bureau of Procurement Purchasing Management Reviews**	The State Bureau of Procurement's authority under Wis. Stats. § 16.004 (4), (5) and (6), carries with it the responsibility to conduct management reviews of state agency purchasing practices. Records in this series document the State Bureau of Procurement's management reviews of state agency policies, practices and activities related to the purchase of commodities and services. Records include research, the report, responses to the report, corrective action, etc. Refer to PRO-A-6 in the State Procurement Manual for more information on management reviews.	Retain for Five Years or Until Superseded, Whichever is Longer	EVT and Destroy	No	Yes The review may encounter confidential information such as trade secrets, etc.	*State Bureau of Procurement retains official record.* ***Note:*** *Agencies may use PUR00021 for its own internal reviews and PUR00022 for its own internal reports.*	**90127**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
PUR00021	**State Agency Procurement Authority Review**	State agencies are responsible to monitor internal procurement and purchasing policies, practices and related activities. These internal reviews may be random in nature or routinely scheduled. This records series includes any internal departmental tracking, review, audit, correspondence and related records of purchasing and procurement activities including direct payments, purchasing card expenditures, purchase orders, etc.	Date of Review	EVT + 4 Months or Until No Longer Needed and Destroy	No	Yes The review may encounter confidential information such as trade secrets, etc.	Note: As with all public records, if the monitoring or review results are required for any legal or program purpose, the record must be retained until no longer needed to meet the legal or program requirement. *State agencies retain official record.* *Note: DOA may also be a state agency.*	**90132**
PUR00022	**State Agency Procurement Authority Review Report**	State agencies are responsible to monitor internal procurement and purchasing policies, practices and related activities. These internal reviews may be random in nature or routinely scheduled. This records series includes any reports and related materials as a result of an internal review.	Retain for Five Years or Until Superseded, Whichever is Longer	EVT and Destroy	No	Yes The report may contain confidential information such as trade secrets, etc.	*State agencies retain official record.* *Note: DOA may also be a state agency.*	**New**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
DELEGATION AGREEMENTS								
PUR00030	**Agency Purchasing Delegation Agreements**	The State Bureau of Procurement, as provided under Wis. Stat. § 16.71 (1), may delegate the authority to purchase agency materials, supplies, equipment, permanent property and miscellaneous capital, contractual services and other expenses of a consumable nature to designated agents of a state agency. This record series documents agreements and related materials between the State Bureau of Procurement and state agencies to formally delegate purchasing authority under Wis. Stat. § 16.71 (1). Records include the request, correspondence, the State Bureau of Procurement's written review of the request, documented agency purchasing practices and compliance with purchasing laws, the executed delegation agreement, etc.	Date Agreement is Superseded or Cancelled.	EVT + 6 Years and Destroy	No	No	See PRO-A-3 for additional information on Delegation Agreements. *State Bureau of Procurement Retains official record* ***Note:*** *Agencies may use ADM00023 for its own internal records.*	**90126**
REPORTS								
PUR00035	**Agency Data or Reports to State Bureau of Procurement**	State agencies report information related to its proposed purchases, purchases and contractual activities to the State Bureau of Procurement to allow the State Bureau of Procurement to fulfill its obligation to provide various reports to the Governor and the Legislature pursuant to Chapter 16. This record series includes data and reports which state agencies are required to prepare and submit to the State Bureau of Procurement including, but not limited to, Contractual Services, Public Printing, Minority Business, Disabled Veteran-Owned Business, Work Centers, Contract Compliance, etc.	Date Submitted to the State Bureau of Procurement	EVT + 2 years and Destroy	No	No	*Agencies retain official record. Note: DOA may also be a state agency.* ***Note:*** *Agencies may use ADM00001 Routine Activity and Production Reports Created by Individuals or Work Units to retain its own data and reports not required to be sent to the State Bureau of Procurement.*	**90118**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
PUR00036	**State Bureau of Procurement or Attached Board Purchasing and Related Reports Required by Statute**	The State Bureau of Procurement and certain attached boards are required by Chapter 16 to prepare and submit reports related to procurement activities to the Governor and the Legislature including, but not limited to, a Minority Business Report, Disabled Veteran- Owned Business Report, Contractual Services Procurement Report, Printing Report, State Use Board Report, etc. This records series includes the reports in addition to the data and related materials received from state agencies to prepare the reports. ***Note:*** *Agencies may use ADM00001 Routine Activity and Production Reports Created by Individuals or Work Units for its own internal reports.*	Date on Report	FIS + 5 Years and Transfer to the Historical Society	No	No	Minority Business Report; Disabled Veteran-Owned Business Report; Contractual Services Report; State Use Board Report *State Bureau of Procurement or Attached Board retains official record*	**90120**
FORMAL STUDIES AND PROJECTS								
PUR00040	**Formal Studies, Surveys, Projects and Similar Activities**	This record series documents studies, surveys and similar activities undertaken by purchasing or procurement staff or consultants on a one-time or regular basis. This includes studies of purchasing needs, the market for commodities and services or groups of commodities and services and purchasing methods. Studies, surveys and similar activities are maintained separately from contracts, bids, proposals and purchase orders if they relate to more than one specific service or commodity.	Date on Completed Study or Survey	EVT + 6 Years and Destroy	No	No	Examples include the Administrative Excellence Study and the Silver Oak Study. *State agency Initiating the Study, Survey or Similar Activity retains official record*	**90125**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
STATEWIDE PURCHASING AND PROCUREMENT RELATED MANUALS								
PUR00045	**State Procurement Manual**	The State Procurement Manual is issued by the State Bureau of Procurement in the Department of Administration and contains statewide policies and procedures that govern procurement practices to be followed by all state agencies in obtaining materials, supplies, equipment, contractual services and all other items of a consumable nature. The manual is comprised of over 150 separate policy and procedure directives. When updated, the new policy or procedure supersedes the previous document. This record series contains the final policies and procedures as well as all materials related to the development and maintenance of those policies and procedures including committee agendas, meeting minutes, correspondence, etc. **Note:** Agencies may use *ADM00023 Internal Policies and Procedures* to retain its own purchasing and procurement operating procedures, guides, handbooks and manuals. Agencies are not required to keep records associated with the Procurement Manual.	Date the Individual Policy or Procedure Contained in the Manual is Superseded or Cancelled	EVT + 25 Years and Destroy	No	No	*State Bureau of Procurement retains official record*	**90128**
PUR00046	**Purchasing Card User Manual**	The Purchasing Card User Manual is issued by the State Bureau of Procurement in the Department of Administration and contains statewide policies and procedures that govern use of the state's Purchasing Card which must be followed by all state employees. The Manual contains, for example, instructions on use of the Purchasing Card for air travel as well as consequences for failure to comply with user instructions. This record series contains the final policies and procedures as well as all materials related to the development and maintenance of those policies and procedures including committee agendas, meeting minutes, correspondence, etc.	Date Manual is Superseded or Cancelled	EVT + 6 Years and Destroy	No	No	*The State Bureau of Procurement retains the official record* ***Note:*** *Agencies may use ADM00023 Internal Policies and Procedures to retain its own purchasing card procedures, guides, handbooks and manuals.*	**90133**

RDA No.	Records Series Title	Series Description	Retention Event	Minimum Retention & Disposition	PII	Confidential	Use Case / Notes	Old RDA No. (If Applicable)
VENDORNET *(OR REPLACEMENT PURCHASING AND PROCUREMENT INFORMATION SYSTEM)*								
PUR00050	**VendorNet Registrations and Applications**	VendorNet is a database which provides easy access to a wide variety of information on purchasing and procurement for state agencies and municipalities as well as to vendors who wish to provide goods and services to the state. This record series includes all initial and renewal applications related to vendor and municipal use of VendorNet. Users may complete applications electronically or manually for this service. *Note: Agencies are not required to keep records associated with vendor applications or registrations.*	Date on Application	CR + 2 Years and Destroy	No	Yes Federal Employer Identification Number (FEIN)	Vendor renewal and registration template; Vendor file; Application and renewals for Cooperative Purchasing Services by municipalities. *State Bureau of Procurement retains official record*	**90134**

PURCHASING AND PROCUREMENT GENERAL RECORDS SCHEDULE SUPERSEDED AND OBSOLETE RDAS				
Previous RDA Number	**Record Series Name**	**Action Taken**	**New RDA Number**	**Notes / New Record Series Name**
90100	PDPS Input Documents	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90101	PDPS System Vendor File	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90102	PDPS System Commodity File	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90103	PDPS System Purchase Order File	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90104	PDPS System Bid Working File	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90105	PDPS Bulletin File	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90106	PDPS Administrative Reference Tables	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90107	Work Center Case File	Renumbered /Superseded	PUR00001	Series Title changed to Work Center Certification, Recertification and Product and Service Development Files
90108	Sheltered Work Center Raw Materials Forms	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90109	Encumbrances	Superseded	90000021	See the Fiscal and Accounting General Records Schedule
90110	Purchase Transaction Tracking Logs / Indexes	Superseded	90000006	See the Fiscal and Accounting General Records Schedule
90111	Request for Purchasing Approval / Authority (RPA)	Renumbered /Superseded	PUR00007	Series Title changed to Requests for Purchasing Approval/Authority and Procurement Plans
90112	Request for Bid / Proposal (RFB/RFP) File	Renumbered /Superseded	PUR00010	Series Title changed to Contract and Request for Bid/Proposal File
90113	Special Case Bid (RFB/RFP) Inquiry Case File (Non-awards)	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)
90114	Bid Case File Working Papers	Obsolete	n/a	Viewed as Non-Records; See “Reference/Convenience Copies” in the introduction at the beginning of this schedule
90115	Contract Case File	Renumbered /Superseded	PUR00010	Series Title changed to Contract and Request for Bid/Proposal File
90116	Contract Compliance Program Case File	Renumbered /Superseded	PUR00002	Series Title changed to Contract Compliance Program File
90117	Contract Compliance Vendor Directory	Renumbered	PUR00003	Contract Compliance Vendor Directory
90118	Agency Detail Reports to State Bureau of Procurement	Renumbered /Superseded	PUR00035	Series Title changed to Agency Data or Reports to State Bureau of Procurement
90119	Agency Sheltered Work Center Certificate of Exemption	Obsolete	n/a	Obsoleted in previous General Records Schedule (2003)

PURCHASING AND PROCUREMENT GENERAL RECORDS SCHEDULE SUPERSEDED AND OBSOLETE RDAS				
Previous RDA Number	**Record Series Name**	**Action Taken**	**New RDA Number**	**Notes / New Record Series Name**
90120	State Bureau of Procurement Purchasing Reports Required by Statute	Renumbered /Superseded	PUR00036	Series Title changed to State Bureau of Procurement or Attached Board Purchasing and Related Reports Required by Statute
90121	State Bureau of Procurement Administrative Reports	Superseded	PUR00036	State Bureau of Procurement or Attached Board Purchasing and Related Reports Required by Statute
90122	Agency Purchasing/Management Information Reports	Superseded	ADM00001	Routine Activity and Production Reports Created by Individuals or Work Units
90123	Vendor Performance Case Files	Renumbered /Superseded	PUR00015	Series Title changed to Vendor Performance Files
90124	Purchasing and Procurement Committees	Renumbered /Superseded	PUR00010; ADM00026; and, ADM00027	• ***Standards Committees***: See PUR00010; • ***Team, Project, or Workgroup Documentation-Program/Policy Impact:*** See ADM00026; • ***Team Project, or Workgroup Documentation-Internal and Routine Activities***: See ADM00027
90125	Project Case Files	Renumbered /Superseded	PUR00040	Series Title changed to Formal Studies, Survey, Projects and Similar Activities
90126	Agency Purchasing Delegation Agreements	Renumbered	PUR00030	
90127	Purchasing Audits or Management Reviews	Renumbered /Superseded	PUR00020	Series Title changed to State Bureau of Procurement Purchasing Management Reviews
90128	State Procurement Manual and Related Manuals	Renumbered /Superseded	PUR00045 and PUR00046	State Procurement Manual: See PUR00045; and, Purchasing Card User Manual: See PUR00046
90129	Service/Product Warranty Case Files	Superseded	PUR00010	Contract and Request for Bid/Proposal File
90130	Purchasing Card Applications	Superseded	90000007	See the Fiscal and Accounting General Records Schedule
90131	Purchasing Card Logs	Superseded	90000021	See the Fiscal and Accounting General Records Schedule
90132	Post-Audit of Purchasing Logs	Renumbered /Superseded	PUR00021	State Agency Procurement Authority Review
90133	Purchasing Card User Manual	Renumbered	PUR00046	
90134	VendorNet Registration Application	Renumbered /Superseded	PUR00050	Series Title changed to VendorNet Registrations and Applications
90135	VendorNet Municipal Cooperative Purchasing Service Applications	Superseded	PUR00050	VendorNet Registrations and Applications