

CONTRACTS AND PROCUREMENT

AFFIRMATIVE ACTION PLANS

Active: 5 years
Disposition: destroy

BID BOARD REPORTS

Active: 5 years
Disposition: destroy

BIDS AND REQUEST FOR PROPOSALS (successful)

Active: life of contract
Inactive: 5 years
Disposition: destroy

BIDS AND REQUEST FOR PROPOSALS (unsuccessful)

Active: 5 years
Disposition: destroy

CONTRACTS

Includes contract, specifications, request for proposal, bid board report, change orders, and tax exempt status certificates

Active: life of contract
Disposition: destroy

CONTRACT COMPLIANCE FILES

Active: 5 years after contract closeout
Disposition: destroy

ENGINEER ESTIMATES

Provides basis for purchase orders and contracts

Active: 5 years
Disposition: destroy

MAPS/PLANS

Provides the basis for purchase orders and contracts

Active: retain until contract is awarded
Disposition: destroy

PURCHASING CARD TRANSACTIONS (P-CARDS)

Monthly transaction reports and/or receipts.

Active: 5 years
Disposition: destroy

SURPLUS PROPERTY LIST

Copies of forms and supporting documents used to remove capital equipment
from the office inventory

Active: 3 fiscal years

Disposition: destroy