

Finance

Purchasing

Records Liaison: Maria Botelho/Greg Wolfe

Purchng1 Purchase Orders

Listing of all purchase orders by cost and date.

Current year and previous year in office, then to Hemingway Storage until disposed at seven years.

Purchng2 Project Files

All documentation relating to special projects worked on by purchasing office, including but not limited to office relocations and new buildings. File may include but is not limited to correspondence, samples and plans.

Retain until no longer of administrative value.

Purchng3 Furniture Files

Records of all purchased furniture in use and in storage.

Retain until superseded or no longer of administrative value.

Purchng4 Contracts

Copies of contracts for services procured by Purchasing Office.

Retain two years. Official files in General Counsel's Office.

Purchng5 ProCard Applications and Approvals

All applications and approvals for employee credit cards. File may include but is not limited to application, approvals, budget codes and correspondence.

TBD - No destruction prior to 7/2011, then look at a retention of two years from deactivation.