

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

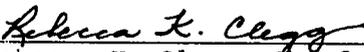
DIVISION OF PURCHASE AND CONTRACT

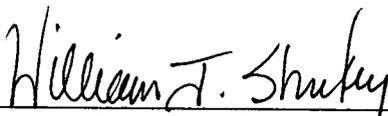
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

DIVISION OF PURCHASE AND CONTRACT

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

  
\_\_\_\_\_  
Rebecca K. Clegg, Chief Records Officer  
Department of Administration

  
\_\_\_\_\_  
William J. Stuckey, State Purchasing Officer  
Division of Purchase and Contract

  
\_\_\_\_\_  
William S. Price, Jr., Director  
Division of Archives and History

APPROVED

  
\_\_\_\_\_  
James S. Lofton, Secretary  
Department of Administration

  
\_\_\_\_\_  
Patric Dorsey, Secretary  
Department of Cultural Resources

December 12, 1989

JH

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT

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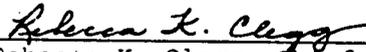
DIVISION OF PURCHASE AND CONTRACT

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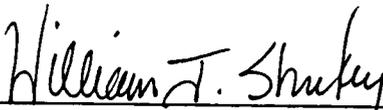
DIVISION OF PURCHASE AND CONTRACT

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APPROVAL RECOMMENDED



Rebecca K. Clegg, Chief Records Officer  
Department of Administration



William J. Stuckey, State Purchasing Officer  
Division of Purchase and Contract



William S. Price, Jr., Director  
Division of Archives and History

APPROVED



James S. Lofton, Secretary  
Department of Administration



Patric Dorsey, Secretary  
Department of Cultural Resources

December 12, 1989

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

JH

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
CENTRAL SERVICES**

**ITEM 145. CENTRAL PURCHASE FILE.**

Records used by the Division of Purchase and Contract in purchasing equipment and supplies. File includes requisitions, correspondence, purchase orders, term contract and open market bids, invoices, and other materials pertinent to the division's purchasing procedures.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

**ITEM 11491. TERM CONTRACTS FILE.**

Unexpired contracts and addenda issued by Division of Purchase and Contract.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
DATA PROCESSING**

**ITEM 146. PURCHASE ORDER HISTORY MAGNETIC TAPES FILE.**

Magnetic tapes concerning the history of purchases made by all state agencies. Tapes contain information regarding drug awards, food awards, agency files, commodity, and vendors.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year for security storage. Agency representative will retrieve tapes periodically for updating purposes. Erase tapes in office when administrative value ends.

**ITEM 11499. COMMODITY BOOK FILE.**

Records used to identify items bought by a unique number.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
NON-STATE AGENCY**

**ITEM 11501. NON-STATE AGENCIES PARTICIPATION IN STATE CONTRACTS FILE.**

Correspondence and responses to quarterly circulars. File includes forms for requesting various types of information from non-state agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year or at the end of contract period, whichever occurs later.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
PURCHASING TEAM STANDARD  
TEAM 6**

**ITEM 11439. BID FILE.**

Records concerning bids awarded to vendors for contractual services.

DISPOSITION INSTRUCTIONS: Transfer certified bids to Central Services for filing after they are reviewed and awarded. Transfer reference and information bids to Central Services for disposition when reference value ends.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
PURCHASING TEAM STANDARD  
TEAMS 1, 2, 3, 4, 5, AND 7**

**ITEM 11371. BID FILE.**

Records concerning bids awarded to vendors.

DISPOSITION INSTRUCTIONS: Transfer certified bids to Central Services for filing after they are reviewed and awarded. Transfer term contract bids to Central Services for disposition after expiration of contract period. Transfer reference and information bids to Central Services for disposition.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
STANDARDS SECTION**

**ITEM 147. COMMODITY ADVISORY COMMITTEES MINUTES FILE.**

Minutes concerning the Commodity Advisory Committees meetings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s) to be microfilmed for permanent security storage in the Archives vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**ITEM 11503. QUALIFIED PRODUCTS LISTS FILE.**

Qualified product lists concerning various commodities and publications of current approved qualified products lists.

DISPOSITION INSTRUCTIONS: Retain in office one copy permanently. Destroy in office reference copies when superseded.

**ITEM 11509. COMMODITY FILE.**

Correspondence, manufacturers' specifications, and product information regarding various commodities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASE AND CONTRACT  
STATE PURCHASING OFFICER'S OFFICE**

**ITEM 141. BOARD OF AWARD MINUTES FILE.**

Board of Award minutes from each purchasing team member attending the meeting. File includes records of meeting time and list of awards made.

DISPOSITION INSTRUCTIONS: Transfer original copies to the State Records Center monthly to be microfilmed for the Archives. Paper records will be destroyed in the State Records Center after microfilming. Destroy in office reference copies after 1 year.

**ITEM 11472. CORRESPONDENCE FILE.**

Correspondence within the Division of Purchase and Contract by the State Purchasing Officer's Office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 11473. ALPHABETICAL FILE.**

Correspondence with vendors and other states by the State Purchasing Officer's Office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 11474. DEPARTMENT/AGENCY FILE.**

Correspondence with departments and agencies within state government by the State Purchasing Officer's Office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**ITEM 11482. PURCHASE AND CONTRACT FORMS FILE.**

Information copies of all purchase and contract forms.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.