

**Procurement Record Retention / Archiving**

Process Owner\_Diane Shea\_

Business Liaison\_\_\_\_\_

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
Paper Requisitions (Partners)	Paper	CAO Procurement	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	Retain Only Until Verified Against Monthly Statement
Purchase Order (Paper)	Paper	CAO Procurement	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	Retain Only Until Verified Against Monthly Statement
Vendor Contracts	Paper	CAO Procurement	N/A	CAO - Procurement	7 Fiscal Years		N/A	N/A
Credit Card Applications w/Corresponding Documents	Paper	CAO Procurement	N/A	CAO - Procurement	7 Fiscal Years after Card Cancelled		N/A	N/A
Daily Credit Card Report	Paper	CAO Procurement	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Monthly Billing Statement-Credit Card	Paper	CAO Accounts Payable	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
ACL Audit Reports	Paper	CAO Procurement	N/A	CAO - Procurement	7 Fiscal Years		N/A	N/A
Flat File Reports	Paper	CAO Procurement (Donofrio)	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Post Purchase Order Reports-Equipment	Paper	CAO Procurement	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Auth Signer Reports	Paper	CAO Procurement	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A

**Procurement Record Retention / Archiving**

Process Owner\_Diane Shea\_

Business Liaison\_\_\_\_\_

Record Title	Format	Office of Record	System Storage Location	Retention Period	Basis for Retention		Duplicate Copy Location	Retention Period Duplicate Copy
Internal Provider Requisitions	Electronic	CAO Procurement / Information Systems	SAP / Data Warehouse	7 Fiscal Years				
Purchase Orders including ECAT and Flat Files	Electronic	CAO Procurement / Information Systems	SAP / Data Warehouse	7 Fiscal Years				
Credit Card Feeds/from Bank	Electronic/Disk	CAO Procurement / Information Systems	CAO - Procurement	7 Fiscal Years				
Monthly Billing Statement-Credit Card	Electronic	CAO Procurement on disk Stephanie	N/A	N/A				
Flat File Disks	Electronic	CAO Procurement (Donofrio)	SAP / Data Warehouse	7 Fiscal Years				
BOC Monthly FTP File for Rental	Electronic	CAO Procurement / Information Systems	SAP / Data Warehouse	7 Fiscal Years				

**Procurement Record Retention / Archiving**

Process Owner\_Diane Shea\_

Business Liaison\_\_\_\_\_

Record Title	Format	Office of Record	System Storage Location	Retention Period	Basis for Retention		Duplicate Copy Location	Retention Period Duplicate Copy
D&B Feeds	Electronic - CD	CAO Procurement	SAP / Data Warehouse	Until Next Update				
Deleted Vendor Records	Electronic	CAO Procurement / Information Systems	SAP / Data Warehouse	7 Fiscal Years				