



Arizona State Library, Archives and Public Records

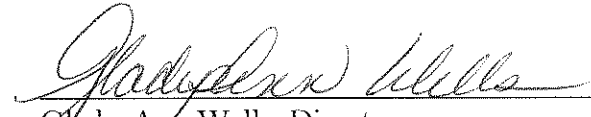
General Records Retention Schedule for All School Districts and Charter Schools Purchasing/Procurement

Schedule Number:

000-07-233

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**



GladysAnn Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

NOV 15 2007

**General Retention Schedule for
All School Districts and Charter Schools
Purchasing/Procurement**

Item #	Records Series	Retention (Yrs.)	Remarks
1.	Bid/Contract/Lease Records (including IFB/RFP, affidavit of publication, recap sheets, bonds, scores, awards and other related records)	6	After fiscal year contract fulfilled, cancelled or revoked
2.	Unsuccessful Bids	3	After fiscal year received
3.	Late Bids, Modifications, Withdrawals and other related records	1 month	After vendor notified (may be returned to vendor in lieu of destruction)
4.	Cancelled Solicitation Records	1	After fiscal year cancelled
5.	Credit Memos	3	After fiscal year created or received
6.	Expenditure Vouchers (including cover sheets and supplemental records)	4	After fiscal year created or received
7.	Oral and Written Quotations	3	After fiscal year created or received
8.	Vendor Lists and other related records	-	After superseded or obsolete
9.	Protest Records	3	After fiscal year resolved

Supersedes schedule dated May 2004