



RECORDS RETENTION AND DISPOSITION SCHEDULE

Administration, Department of. Procurement Division.

| Agency: Procurement Division | | Division: | |
|------------------------------|---------------|--|---|
| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | RETENTION PERIOD |
| 1 | 2015-34 | <p>PROCUREMENT EXPENDITURE RECORDS</p> <p>The Procurement Division's copy of expenditure and contract records from other agencies which are submitted to the division as part of its procurement function:</p> <p>Budgetary records pertaining to lapsed (expired) appropriations and allotments: Request for Allotment, Advice of Allotment, Transfer Request, Budget Request Forms, Document Control Register, Other Supporting Budgetary Records. Expenditure Records for Completed Transactions: Purchase Order, including any corresponding Advice of Change, Requisition, Invoice Voucher and Receiving Report, Claim Voucher, Travel Voucher and Voucher Abstract, Motor Pool Records, Special Disbursing Officer Records, Other Supporting Expenditure Records. Requests for Supplies. Request For Proposals - Disclosure subject to IC 5-22-18-4 during the process of negotiation, register of proposals prepared and open for public inspection after the award of contracts, IC 5-22-18-4. Computer Printouts of Financial Activity, as applicable. Out of State Travel Requests, Fixed Asset Inventories. Telephone Cost Allocation Listing received from the Indiana Office of Technology and any Long Distance Telephone Logs, SF 6856 or its equivalent. Contracts and Leases: All expenditure records related to contracts with vendors or other units of government to provide goods or services, including Broad Agency Announcements.</p> <p>Retention consistent with IC 34-13-1-1 and the General Retention Schedule.</p> | <p>TRANSFER hard copy records to the RECORDS CENTER after the end of the fiscal year. DESTROY after an additional ten (10) years in the RECORDS CENTER and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DELETE electronic records after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |