

# *Purchasing Retention Schedule*

*Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset  
AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Administrative</i>				
	Contracts- Campus wide and departmental level contracts dealing with purchasing	Purchasing	SG 18-75	AC + 3
	Correspondence- Administrative- Departmental and/or campus planning, procedural, etc.	Originating Department	SG 18-20	PM
	Correspondence- General, Not-Department and/or LCSC Created	Originating Department	SG 18-21	AV
	Correspondence-General Internal, Memos, Fiscal or Non-Program Planning Correspondence	Originating Department	SG 18-21	3
	Correspondence-Personal Note Files- Meeting notes, Non-Program Planning, etc.	Originating Department	NA	AV
	Department/Division Staff Meeting Minutes	Originating Department	SG 18-509	3
<i>Facility Operations</i>				
	Facilities Contracts- All contracts dealing with facilities and leases	Purchasing	SG 18-93	AC + 6
	State Property Disposal Authorization Forms- Personal Property	Purchasing	SG 1001-Idaho Retention	3
	State Property Disposal Authorization Forms- Real Property (buildings & land)	Purchasing	SG 1003- Idaho Retention	PM
<i>Fiscal</i>				
	Monthly "problem" Encumbrances	Controller's Office	Datatel	AV
	Purchase Orders- includes requisition copy and order confirmation notices	Purchasing	SG 18-42	FE + 3
<i>Procurement</i>				
	State & Local Bids (not facilities)	Purchasing	SG 18-254	FE + 5 or AV
	State & Local Bids- Facilities	Purchasing	SG 18-88	PM
<i>Reports</i>				
	Monthly Report to Div. of Purchasing	Purchasing	Datatel	AV