

FERRIS STATE UNIVERSITY

Schedule 2003.012- Purchasing Office

N.b. If departments are unable to retain records for the length of time set out in this general record schedule due to space constraints, consult the University's Archivist for assistance and storage at the Record Center.

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
1	BDS (Bids Database System). Record of bids and to whom they are awarded. Stored on university server.	ACT		Yes
2	Bids. This includes awarded and cancelled bids. Documentation and backup information.	CR+1	6 years Destroy	
3	Contract Records. Includes copies of contracts for university services and backup documentation.	ACT+3	4 years	Yes
4	Insurance Records. Insurance records that vendors/ outside contractors required to have for their contacts with the university.	ACT	Destroy-ID	
5	Purchase Orders. Detailed record of purchases made by the university.	CR+1	6 years Destroy	
6	University Subject Files. These records are used to document the individual's involvement and knowledge of the activities of the university and the role of the Purchasing Office. A subject file typically includes correspondence, committee records, consultations, evaluations, notes, organizational information, reports, publications and surveys.	ACT+3	4 years	Yes
7	Vendor Files. These files are basic contact and bid information held on an in-house database system	ACT		Yes

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Key:

ACT = Active
 CR = Creation
 SUP = Retain Until Superseded
 CY = Calendar Year (current)
 ID = Immediate Disposal
 FY = Fiscal Year (current)
 PM = Permanent
 y = year(s)