

**Pennsylvania Office of Administration**  
**Office of Enterprise Records Management**  
**Records Retention and Disposition Schedule**  
**Approved by the Executive Board**

**Records Retention and Disposition Schedule**  
**By Bureau**

1/11/2010

**Agency:** 000                    General Retention Schedules  
**Bureau:** G102                 Finance

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.001	Purchasing Card  Records directly related to the Commonwealth's Purchasing Card Program. May include monthly statements, supporting documentation, reconciliations, delinquency reports, signature cards and any other related information.  * AGY - Four years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3
G102.002	Travel Card  Documents directly related to the Commonwealth's Travel Card. May include monthly statements, supporting documentation, reconciliations, delinquency records, signature cards and any other related information.  * AGY - Four years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3
G102.003	Merchant Services Program  Payment to financial institutions for debit/credit card acceptance for revenue. May also include monthly statements, supporting documentation, reconciliations, and any other correspondence related to the Commonwealth's Merchant Services Program.  * AGY - Four years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3

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G102.004	Executed Contract and Lease Administration Files	M	No	4Y	0Y	3

Records relating to executed contracts, such as the contract, purchase order, lease, and related administration files including correspondence and documents pertaining to award, administration, receipt, inspection and payment for the purchase of supplies, services or leased real property. This includes Memoranda of Understanding (MOU), Letters of Understanding (LOU), Memoranda of Agreement (MOA), Service Level Agreements (SLA), Intergovernmental Agreements (IGA) and other documents evidencing formal agreements between governmental agencies.

Examples: The executed contract, all attached exhibits and any other official records generated as part of the negotiation and execution process (such as Contractor Responsibility Program (CRP) determinations, required certifications, etc.), change orders, change notices, contract amendments, work orders, all purchase orders issued against the contract, any notices of poor or non-performance, any notice of early termination.

\* AGY - 4 years after the end of the life of the contract or agreement. The issuing agency is responsible for keeping the official record, whether paper or electronic. Copies held by any agency may be destroyed when no longer of administrative value. Print Copies of electronic records are considered duplicates and therefore transitory (see G001.021).

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.005	Completed Acquisition and Awarded Procurement Process Files	M	No	4Y	0Y	3

Records related to completed acquisitions or awarded procurements for supplies, services, or leased real property, which records were created or received prior to a selection memorandum being signed for an Request for Proposal (RFP), or an award being made pursuant to an Invitation for Bid (IFB), a Request for Quote (RFQ) or similar selection process, as well as any information created or received relating to a protest.

Examples: Requests/Approvals for Sole Source and Emergency purchases; shopping cart requests, requisitions. The IFB or RFP, all Addenda/Flyers/Bulletins, all bids or proposals received for a solicitation (whether successful or not), any clarifications, letters or emails that are sent out to all bidders/proposers, Best and Final Offer (BAFO) communications, Bid Tab or RFP Contractor Selection Memo, Non- selection letters, debriefing materials, A listing of the individuals on the Evaluation Committee and the individual final scores of each Committee member. Any written determinations required by the Procurement Code.

\* AGY -4 years after the end of the life of the resulting contract or completed acquisition. The issuing agency is responsible for keeping the official record, whether paper or electronic. Copies held by any agency may be destroyed when no longer of administrative value. Print copies of electronic records are considered duplicates and therefore transitory (see G001.021).

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.006	Unawarded/Cancelled Procurement Process Files	M	No	3Y	0Y	3

Records related to cancelled or unawarded procurements for supplies, services, or leased real property, which records were created or received prior to cancellation or no award being made pursuant to an Invitation for Bid (IFB), Request for Proposal (RFP), Request for Quote (RFQ) or similar selection process, as well as any information created or received relating to a protest. This only relates to records created or received by an agency in response to a formal solicitation for a contract under the Procurement Code.

Examples: Requests/Approvals for Sole Source and Emergency purchases; shopping cart requests, requisitions. The IFB or RFP, all Addenda/Flyers/Bulletins, all bids or proposals received for a solicitation, any clarifications, letters or emails that are sent out to all bidders/proposers, Best and Final Offer (BAFO) communications, Bid Tab or RFP Contractor Selection Memo, Non-selection letters, debriefing materials. A listing of the individuals on the Evaluation Committee and the individual final scores of each Committee member. Any written determinations required by the Procurement Code.

\* AGY - After cancellation/rejection of the procurement. The issuing agency is responsible for keeping the official record, whether paper or electronic. Copies held by any agency may be destroyed when no longer of administrative value. Print copies of electronic records are considered duplicates and therefore transitory (see G001.021).

G102.007	Unfunded/Informal Applications and Proposals	M	No	0Y	0Y	1
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Records relating to applications, proposals or other offers of or requests for goods, services, funding or property that are not submitted to an agency in response to a formal procurement and which do not result in an agreement or funding and which the agency does not reasonably expect would result in an agreement or funding.

Examples: Unsolicited proposals, documents submitted to request Commonwealth funds, responses to Requests for Information and Requests for Expressions of Interest from which no contract is awarded.

\* AGY - Retain as long as of administrative value.