

Records Retention Schedule

Department: Purchasing (Vice President for Administration and Finance)
Agency: Southeastern Louisiana University

No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Sole Source and Emergency Procurement Annual Report to Office of State Purchasing	Audit + 5 FY		Audit + 5 FY	Shred
2	Purchase Orders/Change Orders	Audit + 3 FY		Audit + 3 FY	Shred; Excluding Active Purchase Orders and Change Orders.
3	Purchase Requisitions and attached documentation	Audit + 3 FY		Audit + 3 FY	Shred; Excluding Active Purchase Requisitions.
4	Sealed Bid Documents	Audit + 3 FY		Audit + 3 FY	Shred; Excluding Active Sealed Bids
5	Purchasing Card Documents (reports, requisition for payment, memos, cardholder application)	Audit + 3FY		Audit + 3 FY	Shred; Excluding Active Documents
6	Correspondence General Transitory	3 AY 1 AY		3 AY 1 AY	Discard Discard
7	Professional Service Contracts	Audit + 10 FY		Audit + 10 FY	Shred originals
8	Bid Register	10 FY		10 FY	Shred
9	Vendor Information/Application File	3 FY		3 FY	Shred
10	Sole Source Documentation	Audit + 5 FY		Audit + 5 FY	Shred
11	Emergency Purchase Documentation	Audit + 5 FY		Audit + 5 FY	Shred
12	Department Personnel Files	ACT + 10 FY		ACT + 10 FY	ACT=while employed. Shred / Confidential
13	Employee Exception Logs	Audit + 3 FY		Audit + 3 FY	Shred / Confidential
14	Policies and Procedures	ACT + 1 AY		Permanent	ACT=until superseded. Archives

AY = Academic Year (Aug-July)
 CY = Calendar Year (Jan-Dec)
 FY = Fiscal Year (July to June)

Approved

Date: Agency: Southeastern Louisiana University

Date: Secretary of State Archives & Records Services

Unsigned Schedules will be Returned to Agency

SS ARC 932