

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

3/16/2016

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, but is not limited to: <ul style="list-style-type: none"> • Monthly statements; • Supporting documentation; • Reconciliations; • Delinquency reports; • Signature cards; and • Other related information. * AGY – Retain four (4) years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3
G102.002	Travel Card Records directly related to the commonwealth's Travel Card. May include, but is not limited to: <ul style="list-style-type: none"> • Monthly statements; • Supporting documentation; • Reconciliations; • Delinquency records; • Signature cards; and • Other related information. * AGY – Retain four (4) years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3
G102.003	Merchant Services Program Records relating to payments to financial institutions for debit/credit card acceptance for revenue. May include, but is not limited to: <ul style="list-style-type: none"> • Monthly statements; • Supporting documentation; • Reconciliations; • Delinquency records; • Signature cards; and • Other correspondence related to the commonwealth's Merchant Services Program. * AGY – Retain four (4) years or until completion of the GAAP/Single Audits, whichever is longer.	M	No	4Y	0Y	3

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Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G102.004	Executed Contract and Lease Administration Files	M	No	4Y	0Y	3

Executed contracts, purchase orders and leases for the purchasing of supplies, services, construction or leased real property, including records evidencing award; administration; contract compliance; receipt; inspection; and payment. Includes formal agreements between governmental agencies, including but not limited to:

- Memoranda of Understanding (MOU);
- Letters of Understanding (LOU);
- Memoranda of Agreement (MOA);
- Service Level Agreements (SLA);
- Interagency Agreements (IA); and
- Intergovernmental Agreements (IGA).

Records may include, but are not limited to:

- 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;
- Purchase orders issued against the contract;
- Notices of poor or non-performance;
- Notices of early termination (partial or complete); and
- Contract Compliance forms.

* AGY – Retain four (4) years after the end-of-life of the contract, unless otherwise required by law. The issuing agency is responsible for keeping the official record, whether paper or electronic. Agencies may destroy copies when no longer of administrative value. Printed 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 bid protest. Examples include, but are not limited to:

- Requests/Approvals for Sole Source and Emergency purchases;
- Shopping cart requests, requisitions;
- The IFB or RFP:
 - o All Addenda/Flyers/Bulletins;
 - o All bids, quotes or proposals received for a solicitation (whether successful or not);
 - o Any clarifications, letters or emails that are sent out to all bidders/proposers;
 - o Best and Final Offer (BAFO) communications;
 - o Bid Tab or RFP Contractor Selection Memo;
 - o Non-selection letters, debriefing materials;
 - o A listing of the individuals on the Evaluation Committee;The individual final scores of each Committee member; and
- Any written determinations required by the Commonwealth Procurement Code (62 Pa. C. S. § 101, et seq.).

* AGY – Retain four (4) years after the end of the life of the resulting contract or completed acquisition unless otherwise required by law. 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. Printed 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 Commonwealth Procurement Code (62 Pa. C. S. § 101, et seq.).

Examples include, but are not limited to:

- Requests/Approvals for Sole Source and Emergency purchases;
- Shopping cart requests, requisitions;
- The IFB or RFP;
 - o All Addenda/Flyers/Bulletins;
 - o All bids, quotes or proposals received for a solicitation;
 - o Any clarifications, letters or emails that are sent out to all bidders/proposers;
 - o Best and Final Offer (BAFO) communications;
 - o Bid Tab or RFP Contractor Selection Memo;
 - o Non-selection letter;
 - o Debriefing materials;
 - o A listing of the individuals on the Evaluation Committee;
 - o The individual final scores of each Evaluation Committee member; and
- Any written determinations required by the Commonwealth Procurement Code (62 Pa. C. S. § 101, et seq.).

* 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. Printed 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.