

## Procurement and Contract Services Schedules

\* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

<b>*Record</b>	<b>Retention</b>	<b>Notes</b>	<b>MDAH #</b>
Competitive Bid	Hold one (1) year after award of contract and conclusion of any challenges, then dispose of all documents specific to the unsuccessful bidders. All other information will be incorporated into the awarded contract.	Public.	<a href="#">G165</a>
Department Property Listings	Hold electronic files until property has been removed from service, then dispose. Audit must have been released 3 years prior to disposal.	Public.	<a href="#">5936</a>
Inventory Deletion Forms	Hold 3 years, then dispose. Audit must have been released 3years prior to disposal.	Public.	<a href="#">5937</a>
Vehicle Purchase Request Forms	Hold 4 years then dispose. Audit must have been released 3 years prior to disposal.	Public.	<a href="#">G92</a>