



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule No: 23605

Agency I.D: 45

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RECORDS RETENTION SCHEDULE

RETENTION KEY

FORMAT KEY

DEPARTMENT OF ADMINISTRATION DIVISION OF GENERAL SERVICES PURCHASING SECTION	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	S - Scanned
			M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records series are non-confidential. This records schedule supersedes #23604.

Statutory/Regulatory Authority: AS 44.21.020 (1), (4); AS 36.30 (State Procurement Code); 2 AAC 12.

The Purchasing Section assists State agencies and political subdivisions to reduce costs by providing the following professional level procurement services: multi-agency State term contracts; single agency acquisition of services and supplies for agencies; the review and process of agency requests for alternate procurements, compiling procurement reports required by AS 36.30; and, procurement training and consultation to State employees.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist		Date	Assistant Attorney General	Date
Vern Jones, Chief Procurement Officer	D. Dawson		11/18/11	Alan Blum	11/19/11
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
	11/7/11		11/18/11		11/1/11
				FOR DOA COMMISSIONER	

Records Retention Schedule Continuation				Agency I.D: 45		Schedule No: 23605		Page 2 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks	
				Office	Records Center	Total Retention			
1	1	<p>Closed Formal/Informal Bid Files</p> <p>Includes all documents relating to the issuance of a bid including: negotiated bid abstract, bid savings report, purchase requisition/order, request for alternate procurement and contract award.</p> <p>Arranged by bid number.</p>	H & E	C+6	-	C+6	X	<p>C = Until contract awarded.</p> <p>Under AS 09.10.053 the Statute of Limitations for contract cases is three years.</p> <p>Under AS 09.10.120 statute of limitation for contract actions brought in the name of the State is 6 years.</p>	
2	2	<p>Contract Awards, Expired</p> <p>All information in this series is located in Item 1, Closed Formal/Informal Bid Files.</p> <p>Arranged by contract award number.</p>	H & E	C+3	-	C+3		<p>C = Expiry date.</p> <p>Under AS 09.10.053 the Statute of Limitations for contract cases is three years.</p>	
3	3A 3B	<p>Bidder Applications</p> <p>Originals</p> <p>Vendor System</p> <p>Vendors complete bidder applications and are assigned a vendor number. Data are input into the Vendor System which tracks all state vendors. The system's Vendor List documents prospective bidders and offerors that submitted completed bid application packets and is utilized when the State seeks competition for goods, services, or professional services.</p> <p>Original applications are arranged alphabetically by vendor.</p>	H & E D	C CO+1	- -	C CO+1	X	<p>C = Until data are input into the Vendor System or until administrative need is met.</p> <p>CO = Date data entered into the Vendor System.</p> <p>Under AS 36.30.050 persons or firms that wish to be on the Vendor List must submit evidence of a valid Alaska Business License. Applicants also provide location, supply and service codes; addresses; and tax numbers, which are confidential.</p>	

Records Retention Schedule Continuation			Agency I.D: 45		Schedule No: 23605		Page 3 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
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4	4	<p>Request for Alternate Procurement (RAP)</p> <p>An agency must complete a RAP when procurement through the normal procurement process is impractical or contrary to the public interest. The completed RAP must explain the situation and is forwarded to General Services.</p> <p>Arranged numerically by solicitation number, e.g. 2007-0200-9999.</p>	H & E	C+6	-	C+6		<p>C = Date request approved/denied.</p> <p>RAP's are authorized by the Chief Procurement Officer. Included are: limited competition procurements, emergency procurements, single source procurements and shorter circulation determination amendments to contracts facilitated on form number.</p> <p>Under AS 09.10.053 the Statute of Limitations for contract cases is three years.</p>
5	5	<p>Procurement Tracking System (PTS)</p> <p>This information system contains data related to purchase requisitions, purchase orders, closed formal/informal bid files, contract awards, etc. and is used for tracking and reporting purposes.</p>	D	C+6	-	C+6	X	C ₁ = Date of last action.
6	6A	<p>Online Procurement Training & Certification System</p>	D	CO+6	-	CO+6	X	<p>CO = Date of certification.</p> <p>C = Until person is no longer certified.</p>
	6B	<p>Certification Forms</p> <p>The information system documents procurement officer certification, training and delegation of purchasing authority. Certification forms certify comprehension of the Level I Procurement Manual and include: name, department, addresses, phone/fax numbers, supervisor name and signature. Forms are arranged alphabetically by department.</p>	H & E	C+3	-	C+3		