



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 45 Schedule No: 02-45.1

DEPARTMENT OF ADMINISTRATION
 DIVISION OF GENERAL SERVICES
 45 - PURCHASING SECTION

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

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #23605.

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.

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 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 11/7/2011
Attorney General/Designee <i>Original signature held on file.</i>	Date 10/19/2011	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/1/2011
State Archivist <i>Original signature held on file.</i>	Date 11/18/2011	Records Analyst <i>Original signature held on file.</i> Date 11/18/2011

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Closed Formal/Informal Bid Files 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	Y	<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>
<p>002 - Contract Awards, Expired All information in this series is located in item #001, Closed Formal/Informal Bid Files.</p> <p>Arranged by contract award number.</p>	H & E	C+3		<p>C = Expiry date.</p> <p>Under AS 09.10.053 the Statute of Limitations for contract cases is three years.</p>
<p>003.1 - Bidder Applications (Originals) 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	C	Y	<p>C = Until data are input into the Vendor System or until administrative need is met.</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>
<p>003.2 - Bidder Applications (Vendor System) 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>	D	C+1	Y	<p>C = 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>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
<p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004 - Request for Alternate Procurement (RAP) 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		<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>
<p>005 - Procurement Tracking System (PTS) 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	Y	C = Date of last action.
<p>006.1 - Online Procurement Training & Certification System The information system documents procurement officer certification, training and delegation of purchasing authority.</p>	D	C+6	Y	C = Date of certification.
<p>006.2 - Online Procurement Training & Certification System (Certification Forms) 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	Y	C = Until person is no longer certified.

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