

COPPIN STATE UNIVERSITY  
RECORDS RETENTION POLICY  
FOR  
THE OFFICE OF PROCUREMENT

This policy is established to ensure that the records of the Coppin State University Office of Procurement are retained as required by the University System of Maryland and/or for a period of time period deemed to be sufficient given the content and purpose of the record. This policy includes all standard procurement forms as well as other purchasing media which provide supporting data for special and general purchasing. Retention shall be for five (5) years and until all audit requirements have been fulfilled, then destroyed.

Procurement records may include all or some of the following documents:

- Actual Emergency and Repair Reports
- Advertising and Bids
- Agency Inter-Office Requisitions
- Bid and Quote File
- Bid Tabulation Records
- Copy of Contract(s) Awarded
- Credit Memoranda
- Materials/Supplies Specifications
- Monthly Expenditure Printouts
- Notice of Award of Contract(s)
- Unscheduled Requisitions for Supplies
- Purchase Orders
- Purchasing Register
- Requisitions for Supplies
- Warehouse Requisitions
- Automation Management Reports

Required language: UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND SIX YEARS, THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000. IF INSTITUTION (COPPIN STATE UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.