I. **PURPOSE:**
To set forth the criteria, types of records and procedures for the retention of purchasing documents.

II. **SCOPE:**

III. **POLICY:**
The following are records that Purchasing is responsible to maintain for a period of seven (7) years: Purchase Orders (PO) Purchase Requisitions Contract Files Quotation Files Vendor Files Bid Records

IV. **DEFINITIONS:**
*Document management:* the process of electronically capturing and storing documents. Once captured, the documents can be retrieved and displayed, processed, and distributed to other users, faxed or printed.

V. **PROCEDURE:**
To maintain files appropriately, the original documents or a copy in electronic format/document management must be available. Electronic files are maintained for seven (7) years. Documents over seven (7) years may be destroyed.