



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:  
All Public Bodies  
Purchasing and Procurement Records**

**Schedule Number:  
GS 1032 Rev. 1**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule, dated July 24, 2017.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	
<i>Records Series Electronically Approved in RSM Database</i>	

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

Revised: 9/12/2018

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<b>Record Series Number</b>	<b>Record Series Title</b>	<b>Retention Period</b>	<b>Retention Remark</b>	<b>Legal Citation(s)</b>	<b>Approval Date</b>
21075	<b>Cancelled Formal Solicitation Records</b>	1 Year	After cancelled.	ARS 41- 2539; ARS 41-2550	7/24/2017
21072	<b>Contract and Agreement Records - Capital/Fixed Assets, Construction, Lease Purchase of Equipment, and Real Estate</b>  This record series includes the current contract, amendments, and any subsequent determinations or notices and the awarded vendor solicitation records, including notices of publication. Contracts may contain any of the elements listed in 48 CFR 4.803 - contents of contract files. Including but not limited to, agreements, contracts, Intergovernmental Agreements (IGA), leases, Memorandum Of Agreement (MOA), Memorandum Of Understanding (MOU) and mutual/automatic aid/cooperative purchasing supporting documentation. If an item within the contract file is listed elsewhere on an approved retention schedule with a longer retention period, retain the item according to the longer period. For Purchase Orders, please refer to Financial Records Retention Schedule GS 1017.	3 Years	After disposal of asset but not less than 6 years after asset acquired.	ARS 12-548, ARS 41-2550, 48 CFR 4.803	7/24/2017

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52997	<p><b>Contract and Agreement Records - Equipment Lease (No Purchase), Goods, Individual Employment and Services</b></p> <p>This record series includes the current contract, amendments, and any subsequent determinations or notices and the awarded vendor solicitation records, including notices of publication. Contracts may contain any of the elements listed in 48 CFR 4.803 - contents of contract files. Including but not limited to, agreements, contracts, Intergovernmental Agreements (IGA), leases, Memorandum Of Agreement (MOA), Memorandum Of Understanding (MOU) and mutual/automatic aid/cooperative purchasing supporting documentation. If an item within the contract file is listed elsewhere on an approved retention schedule with a longer retention period, retain the item according to the longer period. For Purchase Orders, please refer to Financial Records Retention Schedule GS 1017.</p>	6 Years	After cancelled, fulfilled, or revoked.	ARS 12-548, ARS 41-2550, 48 CFR 4.803	7/24/2017
21074	<p><b>Late Received Responses to Formal Solicitation Records</b></p>	-	Responses received late may be returned to vendor unopened. If not returned, retain until administrative value is served.	ARS 41-2550.	7/24/2017
53069	<p><b>Oral and Written Quotations: State Agencies</b></p> <p>For purchases for which a contract is not required.</p>	5 Years	After fiscal year created or received.		7/24/2017

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53070	<b>Oral and Written Quotations:, All Other Public Bodies</b> For purchases for which a contract is not required.	3 Years	After fiscal year created or received.		7/24/2017
21078	<b>Protest Records</b> If filed separately from contract or solicitation records.	3 Years	After fiscal year resolved.		7/24/2017
21076	<b>Registered Vendor List Records</b> Vendors are persons or companies offering something for sale. This record is a current listing of vendors offering to provide goods and services to the state or local agency. Including, but not limited to, name and address of vendor, and description of goods and services offered.	-	After superseded or obsolete.	ARS 41-2535, ARS 41-2550.	7/24/2017
52999	<b>Unsuccessful Solicitation Records</b> Includes the entire record of the solicitation. Including, but not limited to: certificates of insurance, notice of publication, protests, recap sheets, responses to solicitation terms, renewals, and scores.	3 Years	After award.	ARS 41-2501-2706, ARS 12-548, ARS 41-2550.	7/24/2017