

## Contracts & Procurement

Record Title	Description	Retention	Classification	Comments	Schedule #
Contract Files	These files document purchasing and construction contracts. They contain the contract and correspondence.	6 years after contract expires providing any litigation has been resolved	Primary: Public Secondary: Protected UCA 63G-2-305(2) & (6) 2009	Contracts scanned, imaged file is agency record file. Retention is governed by UCA 78B-2-309 Approved by GRAMPA 4/29/2010	CN-005
Countywide Blanket Files	These files document the County's use of State Contracts. The pricing, items and conditions are based on the State Contract.	6 years after contract expires	Primary: Public Secondary: Protected UCA 63G-2-305(2) & (6) 2009	Contracts scanned, imaged file is agency record file. Retention is governed by UCA 78B-2-309 Approved by GRAMPA 4/29/2010	CN-006
Document Destruction Report	A report generated by the contract document repository indicating which documents have met retention and need to be destroyed.	1 year	Public	Internal report used by contract management staff to maintain proper retention of contract documents. Approved by GRAMPA 11/29/2012.	CN-008
New Contracts and Purchase Orders	Duplicate of imaged awarded contracts and purchase orders	2 months from posting date	Public	Posted on Contracts and Procurement internet page – for public reference purposes only. Approved by GRAMPA 8/23/2012.	CN-007
Purchase Order Files	These are awarded and non-awarded purchasing files that contain specifications, bids, evaluations, protests, correspondence and ratification registers.	3 years after bid due date	Public	Documents scanned, imaged file is agency record file. Retention is governed by UCA 17-53-225. Approved by GRAMPA 3/24/2011.	CN-004
Request for Proposals Files	These files document information required to purchase services needed by the County. They contain applications, qualifications, non-awarded proposals, evaluations, protests and correspondence.	3 years after proposal due date	Primary: Protected, UCA 63G-2-305(2) & (6) 2009 Secondary: Public	After a contract is signed, all documents concerning the RFP become Public except the names of the committee members and any sections in a proposal that the vendor justified as Protected. Reference information received is a Protected Record Filed by project. Retention is governed by UCA 17-53-225. Approved by GRAMPA 3/24/2011. Selection Committee Member notes are retained until they have made a selection.	CN-001
Surplus Personal Property Files	These files document personal property of the County sold as surplus. They contain transfer forms, record of sales and correspondence.	4 years after sale date	Primary: Public	Filed by sale date. Approved by GRAMPA 4/27/2005.	CN-003