

MANAGING PROCUREMENT RECORDS

OGS Procurement
Council
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New York State Archives
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AGENDA

Define retention schedules

Developing schedules

Retaining procurement records

Disposing of records



BENEFITS OF RETENTION SCHEDULE

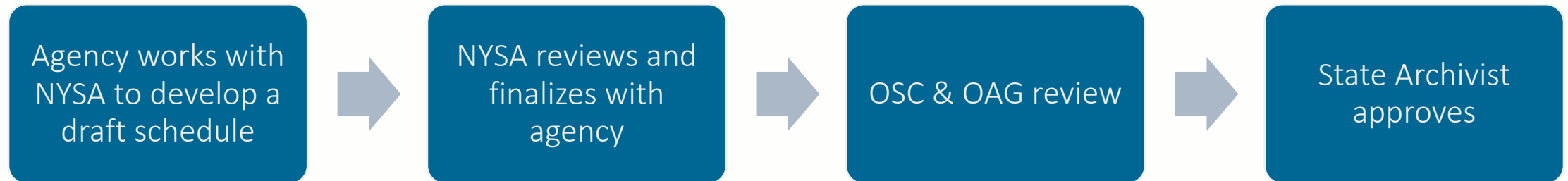
- Meet fiscal, legal, and administrative requirements
- Save resources
- Improve records retrieval
- Identify and preserve important records
- Eliminate ad hoc decisions
- Enables use of the State Records Center for inactive storage
- These benefits are best derived when schedules are routinely and consistently applied.



STATE AGENCY RETENTION SCHEDULES

- State General Schedule
 - Adopted by most agencies
 - Covers common fiscal, personnel, and administrative records
- Agency-specific schedules (RDAs)
 - Supplements General Schedule
 - Covers unique records of agency
 - This is especially important for records of control agencies

AGENCY SPECIFIC RETENTION SCHEDULE DEVELOPMENT PROCESS





SCHEDULE REVIEW

- Statutes, regulations and policy (Federal and State)
- Audit requirements
- Need for legal evidence
- Administrative needs
- Secondary use



RETENTION OF PROCUREMENT & CONTRACT RECORDS

Agency	Retention Schedule	Retention/Disposition
All agencies, except control agencies	General Schedule 90392	Destroy 6 years after contract expiration or denial, completion of procurement, or final payment, whichever is later
OGS (control agency)	RDA 14501	Destroy 15 years from completion of contract
OSC (control agency)	RDA 17861	Destroy 10 years after term of contract or final payment, whichever is later



CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT

- Coronavirus Relief Fund (CRF)
 - Grants to states and local governments
 - Retain records for 5 years



CARES ACT DOCUMENTATION (1)

- General & subsidiary ledgers
 - (GS 90396, 6 yrs)
- Budget records
 - (GS 90109, permanent; GS 90108, 3 yrs)
- Payroll, time, & HR records
 - (GS 90018, 3 yrs; GS 90003, 3 yrs)
- Receipts of purchases
 - (GS 90392, 6 yrs)
- Contracts
 - (GS 90392, 6 yrs)



CARES ACT DOCUMENTATION (2)

- Grant agreements
- Monitoring records of contractors & grant recipients
 - (GS 90105, 6 yrs)
- Performance outcome records of contractors & grant recipients
- Emails related to CARES Act payments
- Investigation records involving payments



DESTROYING RECORDS

- Choose appropriate method of destruction
- Destroy confidential and electronic records completely
 - Use State Archives wastepaper contract
- Document destruction to show records were legally destroyed
 - Retain copy of State Records Center disposition notice

QUESTIONS?

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