

## RECORD RETENTION AND CONTRACT ADMINISTRATION 2694

(May 2005)

### GOOD RECORD KEEPING

2694.1

(May 2005)

**Purchasers** are responsible for maintaining records in sufficient detail to allow anyone to review documentation and understand how the procurement was requested, conducted, awarded and administered.

**Purchasers** shall **perform** good record keeping activities **and** ensure that records are maintained by the contract administrator **or purchaser and** incorporated into the procurement file and retained for compliance and/or **review** purposes.

### SETTING UP A PROCUREMENT FILE SYSTEM

2694.2

(May 2005)

**Purchasers and/or contract administrators need to establish a well organized procurement file.**

**DGS/PD suggests that purchasers/administrators organize documentation according to the following:**

- Develop a user-friendly filing system. File by purchase document number or supplier name.
- Establish a separate hard copy file for each purchase document administered.
- Develop a log sheet for a diary of activities. This may include dates and times of discussion and subject matter discussed.
- Develop spreadsheets for tracking expenditures, invoices for the life of the transaction.
- Create file dividers for:
  - Original purchase document and all amendments
  - Work Authorizations, **if applicable**
  - **Goods received**
  - Correspondence – acceptance letters, etc. **if applicable.**
  - Invoices

**Note:** The above information is specific to post award contract administration. Department purchasing authority transaction files will include all of the above as well as file documentation as referenced in [Section 2634.2.3](#).

## **RECORD RETENTION REQUIREMENT**

**2694.3**

(May 2005)

**Purchasers** are reminded of the examination and audit requirements as described in **GC** section 8546.7 and identified in the **General Provisions** language requiring transaction documentation to be retained for three (3) years after payment of the last invoice unless a longer period is required in the contract.

## **RECOMMENDED ADMINISTRATIVE RETENTION PERIODS**

**2694.4**

(May 2005)

CalRIM provides recommended retention periods for administrative records that are common to most departments.

Refer to [www.osp.dgs.ca.gov/calrim](http://www.osp.dgs.ca.gov/calrim) for additional information regarding retention periods or contact your **Unit Purchasing Coordinator**.

(see **HB Table of Contents**)

(see **Forms** or **Forms Samples**)