

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 2/18/2016

PURCHASING

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
PU-1	Contracts (<i>When held separately from other Purchasing Files</i>)	Contracts, specifications, and related records for purchase of materials, supplies, and services, including denials of contract extensions and contract encumbrance forms, not related to capital construction	6 years after expiration or termination, 6 years after completion of purchase, or 6 years after final payment under contract, whichever is longest	General 6[6] and Purchasing 2[498]
PU-2	Credit Card Records-- Signature Authorizations	Signature card, or equivalent record, showing signature of individual legally authorized to sign specific transactions	6 years after authorization expires or is withdrawn	General 7[7]
PU-3	Procedural Audit Records-- -Non-Fiscal	Report and recommendation resulting from investigation	Permanent	General 17[17] a
		Background materials and supporting documentation	6 years	General 17[17] b
PU-4	Credit Card Records-- Purchasing Records	Records of purchases made on College credit card accounts other than for travel, including but not limited to invoices, requisitions, and purchasing logs	6 years	Fiscal 32[229] and Purchasing 1[496]

This Schedule lists records whose OFFICIAL copies are kept in your department. DUPLICATE copies of records whose official copies are kept elsewhere are not listed. DUPLICATE copies should be destroyed as soon as no longer needed.

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
PU-5	Vehicle Records	Purchasing records for campus vehicles	6 years after vehicle no longer owned by College or University	Public Property and Equipment 4[415] a
PU-6	Canceled Requisitions	Records concerning bids for goods or services that were canceled without a purchase being completed, including purchase requisitions, vendor solicitations, requests for proposals (RFPs), price quotations, and other related records	1 year after subsequent procurement of same goods or services completed under a re-initiated procurement, or 1 year after decision not to purchase such goods or services	Purchasing 10[905]

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PU-7	NYC Capital Procurement Records-- <i>Records related to purchases made with NYC capital funding, including purchase orders</i>	For capital construction and equipment	6 years after building, facility, or equipment no longer exists or is no longer owned by college, University, or DASNY	Public Property and Equipment 4[415] a
		Purchase orders and requisitions for equipment and other items unrelated to capital construction	6 years	Purchasing 1[496]
		Other purchasing records for equipment and other items unrelated to capital construction, including but not limited to bids (successful or unsuccessful), contracts, and specifications	6 years after completion of purchase, or 6 years after final payment under contract, whichever is longer	Purchasing 2[498]

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PU-8	College Purchasing Records/Purchase Request Files-- <i>For any items purchased by the College</i>	Certificates of insurance for additional insured	6 years after expiration	Insurance 7[252]
		Purchase orders and requisitions	6 years	Purchasing 1[496]
		Other purchasing records, including but not limited to bids (successful or unsuccessful), specifications, contracts, denials of contract extensions, and contract encumbrance forms not related to capital construction	6 years after completion of purchase, or 6 years after final payment under contract, whichever is longer	Purchasing 2[498]

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