

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

General Schedule #10 - Procurement Records

Item #	Series Title	Series Description	Retention Period	Approval Date
GS10	Procurement Records	These records document the procurement of goods and services by State of Michigan agencies.		
GS10.01	Contracts, Leases, and Agreements (supersedes item #GS6.03)	These records document agreements between state agencies and vendors, or between state agencies and other government agencies at the federal, state, or local level. Types of agreements covered may include, but may not be limited to, contracts (CTs), blanket purchase orders (BPO), master agreements (MAs), purchase orders (PO), delivery orders (DOs), leases, memoranda of agreement (MOA), memoranda of understanding (MOU), service level agreements (SLA), and invoices. The files may include, but may not be limited to, requests for proposal (RFP), invitations to bid (ITB), bid documents for the awarded vendor, evaluation documents, samples, contracts, agreements, correspondence, contract extensions, amendments, certificates of insurance, non-disclosure agreements, contract monitoring documents, complaints to vendor, warranties, and supporting documentation (e.g., work statement).	RETAIN UNTIL: Both the agreement and applicable warranties expire, and the final payment is made PLUS: 6 years THEN: Destroy	12/18/2018
GS10.02	Bid Evaluation Records	These records document the evaluation of bids prior to the award of a contract. They may include, but may not be limited to, notes, and correspondence.	RETAIN UNTIL: Final synopsis of the bid evaluation is created THEN: Destroy	12/18/2018

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

<https://stateofmichigan.sharepoint.com/teams/insidemir/recordsmanagement/Pages/schedules.aspx> .

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

General Schedule #10 - Procurement Records

Item #	Series Title	Series Description	Retention Period	Approval Date
GS10.03	Bid Files (not awarded)	These records document the procurement process for multi-year contracts and purchase orders solicited from vendors that were not awarded. They may include, but may not be limited to, vendor proposals/bids, samples, non-disclosure agreements, and supporting documentation. Note: awarded bid and contract records are covered by GS10.01.	RETAIN UNTIL: Award is issued PLUS: 3 years THEN: Destroy	12/18/2018
GS10.04	Request For Information Files	These records document the Request for Information (RFI) process. They may include, but may not be limited to, solicitations, resulting information provided by vendors, and correspondence.	RETAIN UNTIL: RFI responses are received PLUS: 3 years THEN: Destroy	12/18/2018
GS10.05	Cancelled Solicitations	These records document proposals/bids submitted by vendors and received by DTMB-Procurement for solicitations which were cancelled by DTMB-Procurement with no contract or PO awarded.	RETAIN UNTIL: Bids are cancelled PLUS: 3 years THEN: Destroy	12/18/2018
GS10.06	Protest Letters	These records document protests received from vendors who submitted bids and were not awarded contracts. They may include, but may not be limited to, correspondence, and supporting documentation.	RETAIN UNTIL: Award is issued PLUS: 3 years THEN: Destroy	12/18/2018

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

<https://stateofmichigan.sharepoint.com/teams/insidemir/recordsmanagement/Pages/schedules.aspx> .

**STATE OF MICHIGAN
RECORDS RETENTION AND DISPOSAL SCHEDULE**

General Schedule #10 - Procurement Records

Item #	Series Title	Series Description	Retention Period	Approval Date
GS10.07	Insurance Policy Files	These records document insurance policies purchased by the State of Michigan. Policies are procured on an annual basis. They may include, but may not be limited to, policies, applications, claims, correspondence, and supporting documentation.	<p>RETAIN UNTIL: The insurance provider is no longer obligated to pay out on the particular policy after it expires. Contact the insurance provider of each policy to determine this length of time, if the information is not specified within the policy itself.</p> <p>Note: If a policy covers a "lifetime," then 80 years is sufficient. PLUS: 3 years THEN: Destroy</p>	12/18/2018

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

<https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/Pages/schedules.aspx> .