

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1656

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Agency: DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
 Division/Unit: All Hospital Centers, Centers, Institutions

Item No.	Description	Retention
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1.	<p><u>Purchasing Records</u></p> <p>This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.</p> <p>Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> <li>A. Actual Emergency and Repair Reports</li> <li>B. Advertising and Bids</li> <li>C. Agency Inter-Office Requisitions</li> <li>D. Bid and Quote File</li> <li>E. Bid Tabulation Records</li> <li>F. Copy of Contract(s) Awarded</li> <li>G. Credit Memoranda</li> <li>H. Inventory Dispositions</li> <li>I. Invoices/Expenditure Transfer Authorizations</li> <li>J. Issue Tickets or Receipts</li> <li>K. Materials/Supplies Specifications</li> <li>L. Monthly Expenditure Printouts</li> <li>M. Notice of Award of Contract(s)</li> <li>N. Unscheduled Requisitions for Supplies</li> <li>O. Packing Slips, Shipping Tickets, Bills of Lading</li> <li>P. Purchase Orders</li> <li>Q. Purchasing Register</li> <li>R. Receiving Reports</li> <li>S. Report of Delivery/Partial Delivery</li> </ul> <p>(Continued)</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
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<p>Approved by Department, Agency, or Division Representative.</p> <p>Date: 4/25/95</p> <p>Signature: <i>[Signature]</i></p> <p>Typed Name: Robert W. Castridge</p> <p>Title: Dep. Sec. for Operations</p>	<p>Schedule Authorized by State Archivist</p> <p>Date: 5/21/95</p> <p>Signature: <i>[Signature]</i></p> <p>EDWARD C. PAPERFUSE</p>
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DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No. 1656

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Agency

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Division/Unit  
 All Hospital Centers,  
 Centers, Institutions

Item No.	Description	Retention
	T. Requisition Forms, Miscellaneous U. Requisitions for Supplies V. Warehouse Requisitions W. Automation Management Reports	
2.	<u>Vendor List</u>	Retain until superseded, then destroy.
3.	<u>Correspondence</u>	Retain for three (3) years then screen and destroy all material not needed for conduct of business.