PROCUREMENT AND PURCHASING

Description: Consists of records relating to the acquisition of goods and services including bid and competitive selection processes. Records may include specifications, Requests for Proposals (RFP), Open Calls for Bids (OCB), Requests for Quotes (RFQ), Open Call for Bid Exception (OCBE) forms and reports, Quotation Summary Logs (QSL), vendor proposals and bids, bid tabulation sheets, records of all bids received (successful and unsuccessful), department requisition forms, purchase orders and contracts, change orders, public procurement office contracts, packing slips, customs and duties, and related documentation and correspondence.

Filing Guidelines: Records must be securely stored until final disposition. Once a unit submits the record(s) to Financial and Administrative Services (Strategic Procurement Office), the unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy. For any records that are not submitted directly to Financial and Administrative Services but are used for procurement or purchasing activities, it is the responsibility of the unit to maintain those records for the retention period outlined in this schedule. This includes any units who are completing supply chain functions without the assistance of the Strategic Procurement Office.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	Contract or warranty expiration + 7 years (whichever is longer)
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	Current Operational Practice and *Newfoundland and Labrador Public Procurement Act*, *Newfoundland and Labrador Public Procurement Regulations*, *Newfoundland and Labrador Public Procurement Policy* of the Public Procurement Agency, and Memorial University's *Purchasing Policy*.

Version 01   **Approved:** October 26, 2020: RS 2020-015