

# Records Retention and Disposition Schedule



## Division of Administrative Services Purchasing Unit

Division of Professional and Court Services  
Office of Records Management

Revised September 2021

## Procedures for Requesting Disposition Authorization

You must submit a Records Disposition Request Form and receive approval from our office before disposing of **any** records.

You can access a copy of the Records Disposition Request Forms at the following link:

<http://ww2.nycourts.gov/sites/default/files/document/files/2020-12/RDR-fillable20201208.pdf>

Return all completed forms, by mail, fax, or email to one of the following:

NYS Office of Court Administration  
Division of Professional and Court Services  
Office of Records Management  
25 Beaver Street, 7th Floor  
New York, NY 10004

Fax: 212-428-2880

E-mail: [DISPOREQ@nycourts.gov](mailto:DISPOREQ@nycourts.gov)

You can reach us by phone at 212-428-2875.

**The retention for fiscal records is based on fiscal years and not calendar years.**

This retention schedule is printed with color to help you identify whether a series or sub-series of records is or will be eligible for destruction. The guide below explains the color-coding.

**Red: Permanent Records**

A records series title and number in red indicate records must be retained permanently.

**Green: Non-Permanent Records**

A records series title and number in green indicate records are eligible for destruction.

**Orange: Both Permanent and Non-Permanent Records**

A records series title and number in orange indicate the records series includes permanent and non-permanent records. Be especially careful when reviewing records in this category.

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# Division of Administrative Services

## Purchasing Unit

### **PU-010 Bid Analysis**

Reviews of bids made in response to an advertisement published in the *Contract Reporter*.

#### **a) Contract Related**

Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.

#### **b) Non-Contract Related**

Retain for three years after final payment, then destroy.

### **PU-020 Bid Packages (also known as Bid Proposals)**

Packages containing general specifications, standard clauses and forms, specifications for bids, and cover memos.

#### **a) Contract Related**

Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.

#### **b) Non-Contract Related**

Retain for three years after final payment, then destroy.

### **PU-030 Bid Recommendations**

Recommendations made by Purchasing Unit staff to purchase goods and services from a particular vendor after review of bid packages.

#### **a) Contract Related**

Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.

#### **b) Non-Contract Related**

Retain for three years after final payment, then destroy.

**PU-040 Boiler Plate File (also known as Bid Specification File)**

File containing copies of bid specifications.

**Retain until updated, then destroy.**

**PU-050 Contracts**

Duplicate copies of agreements made between vendors and the Unified Court System for the purchase of goods and services.

**Retain until no longer needed, then destroy.**

**PU-060 Invoices**

Duplicate copies of documents received from vendors itemizing list of goods shipped and price per item.

**Retain until no longer needed, then destroy.**

**PU-070 New York State Contract Reporter Advertisement File**

File containing New York State Contract Reporter insertion forms, advertisements, and memoranda related to purchases.

**a) Contract Related**

**Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.**

**b) Non-Contract Related**

**Retain for three years after final payment, then destroy.**

**PU-080 New York State Contract Reporter Publications**

Copies of published New York State Contract Reporters containing information related to the purchasing process.

**Retain for five years, then destroy.**

**PU-090 Packing Slips**

Duplicate copies of documents received with goods at time of delivery.

**Retain until no longer needed, then destroy.**

**PU-100 Purchase Authorizations**

Memoranda received from review parties authorizing the purchase of goods and services.

**a) Contract Related**

**Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.**

**b) Non-Contract Related**

**Retain for three years after final payment, then destroy.**

**PU-110 Purchase Log**

Log of identification numbers assigned to Purchase Folders. Log also tracks purchase requests submitted by the Office of Court Administration and “wide spectrum” purchases made for the courts.

**a) Contract Related**

**Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.**

**b) Non-Contract Related**

**Retain for three years after final payment, then destroy.**

**PU-120 Purchase Order Data Set File (also known as “PLITE” File)**

Database reflecting the creation and maintenance of Purchase Orders generated by the Purchasing Unit.

**a) Contract Related**

**Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.**

**b) Non-Contract Related**

**Retain for three years after final payment, then destroy.**

**PU-130 Purchase Orders**

Duplicate copies of purchasing documents submitted by the Purchasing Unit to vendors to obtain goods and services.

**Retain until no longer needed, then destroy.**

**PU-140 Purchase Requests**

Document submitted to the Purchasing Unit by Office of Court Administration Divisions/Offices to request the purchase of goods and services.

**a) Contract Related**

**Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.**

**b) Non-Contract Related**

**Retain for three years after final payment, then destroy.**

**PU-150 RFB/RFP Folders**

Folders containing documents reflecting the completed bid process. Folders may also contain Bid Packages, Bid Analysis, recommendations, and copies of contracts.

**a) Contract Related**

**Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.**

**b) Non-Contract Related**

**Retain for three years after final payment, then destroy.**

**PU-160 Vouchers**

Duplicate copies of records used to document the disbursement of funds. Includes voucher forms and supporting documentation.

**Retain until no longer needed, then destroy.**