

Procurement and Contract Services Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
Competitive Bid	Hold one (1) year after award of contract and conclusion of any challenges, then dispose of all documents specific to the unsuccessful bidders. All other information will be incorporated into the awarded contract.	Public.	G165
Department Property Listings	Hold electronic files until property has been removed from service, then dispose. Audit must have been released 3 years prior to disposal.	Public.	G116
Inventory Deletion Forms	Hold 3 years, then dispose. Audit must have been released 3years prior to disposal.	Public.	G116
Vehicle Purchase Request Forms	Hold 4 years then dispose. Audit must have been released 3 years prior to disposal.	Public.	G92