

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

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 may be eligible for destruction, depending on the age of the records.

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.