

Type of Record	Description	Retention Period	Remarks	Responsible Party
<u>Contract and Agreement Records:</u> Equipment Lease no purchase, Goods, Individual Employment and Services	Contracts, amendments, notices, solicitation records, including notices of publication	6 years	After cancelled, fulfilled or revoked	Purchasing and Business Services
<u>Contract and Agreement Records:</u> Capital-Fixed Assets, Construction, Lease Purchase of Equipment, and Real Estate	Contracts, amendments, notices, solicitation records, including notices of publication	3 years	After disposal of asset but not less than 6 years after asset is acquired	Purchasing and Business Services
Cancelled Formal Solicitation Records		1 year	After cancelled	Purchasing and Business Services
Protest Records	If filed separately from contract or solicitation records	3 years	After fiscal year resolved	Purchasing and Business Services
Departmental Limited Value Purchase Orders- DLVPOs		5 years	After fiscal year issued	Purchasing and Business Services
Purchase Orders not involving federal funds, including sole source and bid waiver justifications		5 years	After fiscal year created or received	Electronic copies of approved orders are retained in the ASU Financial Management System
Purchase Orders involving federal funds, including sole source and bid waiver justifications	Reference OMB A-110; 215.53	3 years	After date of submission of final expenditure report; if award is renewed quarterly or annually, then from submission date of the quarterly or annual report	Electronic copies of approved orders are retained in the ASU Financial Management System
Purchasing Card receipts involving sponsored funds	Reference OMB A-110; 215.53	3 years	After date of submission of final expenditure report; if award is renewed quarterly or annually, then from submission date of the quarterly or annual report	Electronic copies of approved purchases are retained in the ASU Financial Management System

Purchasing Card receipts not involving sponsored funds		5 years	After the fiscal year created or received	Electronic copies of approved purchases are retained in the ASU Financial Management System
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