

Vice Chancellor for Administration
Purchasing

290.01 Central Purchasing Files (Originals) (Hardcopy)

Dates: 1963 -
Volume: 564 Cu. Ft.
Annual Accumulation: 12.2 Cu. Ft.
Arrangement: Chronological/Numerical

This series includes the university's purchasing files generated through Central Receiving (etc.) in the provision of operational equipment and supplies as needed throughout the university.

Contained in the file are purchase orders, requisitions, authorizations, Miscellaneous Obligation Documents, cancellations, amendments to purchase orders, vouchers, receiving reports, and related correspondence.

Recommendation: Microfilm as generated or received, then dispose of original source documentation. All record series microforms are to be retained for six (6) fiscal years, then disposed of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

290.02 Vendor Contract Files (Originals) (Hardcopy)

Dates: 1963 -
Volume: 22 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Numerical

These are copies of vendor contracts entered into by the university for the procurement of goods and services. Related documents in the form of Miscellaneous Obligation Documents, bid specifications, copies of requisitions, and attendant correspondence are also contained in this series.

Recommendation: Microfilm as generated or received, then dispose of original source documentation. All record series microforms are to be retained for six (6) fiscal years following termination of the respective contracts, then disposed of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

290.03 Listings of Lease/Purchase Agreements (Hardcopy)

Dates: 1989 -
Volume: 2 Cu. Ft
Annual Accumulation: Negligible
Arrangement: Numerical

This record series is a list which shows the status of the University's lease/purchase agreements of equipment and property at fiscal year end.

Recommendation: Retain in office for one (1) year following the date that all documented agreements have expired, then dispose of and/or delete from the system.

Disposition Approved 11/18/09

290.04 Surplus Property Receipts

Dates: 1970-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of signed receipts for surplus property delivered to or received by various University departments.

Recommendation: Retain in the office for two (2) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/21/11

290.05 Surplus Property Disposition Files

Dates: 1970-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a record of University surplus property sent to Central Management Systems. The files include written receipts for the shipment (driver sign-off) and an itemized list of property.

Recommendation: Retain in the office for five (5) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition Approved 09/21/11

290.06 Insured Receipts

Dates: 1970-
Volume: 240 Cubic Feet
Annual Accumulation: 6 Cubic Feet
Arrangement: chronological

This record series consists of temporary receipts for non-purchase order items to be signed by the merchandise recipient.

Recommendation: Retain in the office for two (2) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition Approved 09/21/11

290.07 Loading Dock Logs

Dates: 1970-
Volume: 80 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This record series consists of a log which lists inbound merchandise received by Central Receiving.

Recommendation: Retain in the office for two (2) years, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition Approved 09/21/11

290.08 Business Enterprise Program for Minorities, Females, and Persons with Disabilities (MAFBE) Files

Dates: 1987-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological/alphabetical

The Illinois Business Enterprise Program for Minorities, Females, and Persons with Disabilities (MAFBE) promotes the economic development of businesses owned by minorities, females and persons with disabilities. The "Business Enterprise for Minorities, Females, and Persons with Disabilities Act" which went into effect on August 28th, 1994 is designed to encourage state agencies/universities to purchase needed goods and services from businesses owned and controlled by members of these groups. A university may report expenditures only from businesses which have been certified by the Business Enterprise Program (BEP) as businesses owned by minorities, females, or persons with disabilities. The certification process is conducted by BEP. In order to qualify, the business must (as required by legislation) be 51% owned by one or more minority persons, and the management and daily business operations be controlled by one or more of the minority individuals who own it.

This record series consists of program expenditure reports, vendor information, legislative data reports retained on minorities and persons with disabilities, and any related correspondence.

Recommendation: Retain in the office for six (6) years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/21/11

290.09 Certificates of Insurance

Dates: 1970-
Volume: 12 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by vendor

This record series consists of certificates of insurance from vendors' insurance agents (companies) who want to sell goods and services to the University. New certificates are received annually by the Purchasing Office to replace the expired certificates.

Recommendation: Retain in the office for one (1) year after the date of expiration of contract, then dispose of provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 09/21/11

290.10 Requests for Taxpayer ID Forms

Dates: 2001-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by vendor

This record series consists of IRS forms (W-9's) that request the vendor's taxpayer identification number.

Recommendation: Retain in the office for six (6) fiscal years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/21/11

290.11 Bid Files

Dates: 1998-
Volume: 10 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Alphabetical

This record series consists of the competitive bid process documents such as bids and requests for proposals, vendor responses, evaluation of responses and award information and a form completed by the vendor which displays various information regarding ownership, address, products and/or services.

The Department of Central Management Services maintains "Bid Files with Related Documents Pertaining to Annual State Contracts, Firm Quantity Contracts, One-Time Procurements and Other Procurement Related Documents" for a period of ten (10) years per authority of State Records Application 90-86, item 1.

Recommendation: Retain in the office for ten (10) fiscal years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/21/11

290.12 Unsuccessful Bidder Files

Dates: 1970-
Volume: 6 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical/chronological

This record series consists of non-awarded bids that were issued by the Purchasing Office in cases where bids were not awarded due to various reasons. (e.g. insufficient funding, bidder responses, failure to meet specifications). The files include bids and requests for proposals, vendor responses, evaluation of responses and award information and a form completed by the vendor which displays various information regarding ownership, address, products and/or services.

Recommendation: Retain in the office for three (3) fiscal years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/21/11

290.13 Central Purchasing Files

Dates: 1963-
Volume: 564 Cubic Feet
Annual Accumulation: 12.2 Cubic Feet
Arrangement: Chronological/Numerical

This record series consists of the University's original purchasing files generated through Central Stores, Receiving, etc., in the procurement and provision of operational equipment and supplies as needed throughout the University. Contents include purchase orders, requisitions, authorizations, miscellaneous Obligation Documents, cancellations, amendments to purchase orders, vouchers, receiving reports, and related correspondence.

This item supersedes State Records Application No. 07-11, item 290.01, in order to revise the retention recommendation to eliminate the microfilm provision, per agency request.

Recommendation: Scan *paper records* as generated and/or received, then destroy original source documentation in a secure manner provided all images have been verified.

Retain *electronic records* (e.g.: scanned, born-digital, or other electronic format) for six (6) fiscal years after date of generation, then delete from system/destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 09/20/17