

Procurement and Contract Services Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
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.	5936
Inventory Deletion Forms	Hold 3 years, then dispose. Audit must have been released 3years prior to disposal.	Public.	5937
Vehicle Purchase Request Forms	Hold 4 years then dispose. Audit must have been released 3 years prior to disposal.	Public.	5942