

# Schedule

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PART II - ARCHIVAL APPROVAL

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**INSTRUCTIONS FOR USING THIS SCHEDULE**

Records r

## SCHEDULE 170-7 – UNIVERSITY OF NEBRASKA – BOARD OF REGENTS – PURCHASING RECORDS

### University of Nebraska Purchasing Records Retention and Disposition Schedule

**Legend: CY=Calendar Year End: December 31; Y=Years; E=Expiration;**

ELECTRONIC RECORDS - retention follows the same retention as retention of paper records.

PRESERVATION HOLD - no destruction of records may take place while there is a Preservation Hold in effect.

\*Dispose after the required retention period provided the audit has been completed with the audit report released and all related audit comments resolved.

Code	Grouping	Category	Sub-Category	Record	Retention
170-7-1	Procurement	Purchasing	General Supply	Alcohol Reports	CY + 10Y
170-7-2	Procurement	Purchasing	Negotiations	Bid/Quote/Request for Proposal Files	3Y*
170-7-3	Procurement	Purchasing	Purchase Orders	Central Receiving/Shipping Documents	3Y*
170-7-4	Procurement	Purchasing	Regulatory	HIPPA Compliance Records	E + 6Y
170-7-5	Procurement	Purchasing	General Supply	Inventory Supply/Storage Records	3Y*
170-7-6	Procurement	Purchasing	E-Commerce	Procurement Card Audits/Compliance Reviews	3Y*
170-7-7	Procurement	Purchasing	E-Commerce	Procurement Card Electronic Data Feed from Bank Card Company	3Y*
170-7-8	Procurement	Purchasing	E-Commerce	Procurement Card Forms/Correspondence	E + 1Y
170-7-9	Procurement	Purchasing	Contracts	Purchase Contracts	E + 3Y*
170-7-10	Procurement	Purchasing	Purchase Orders	Purchase Orders	3Y*
170-7-11	Procurement	Purchasing	Purchase Orders	Purchase Requisitions	3Y*
170-7-12	Procurement	Purchasing	General Supply	Stock Transfer	

**RECORDS DISPOSITION REPORT**

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	AGENCY <b>Board of Regents of the University of Nebraska</b>
	DIVISION
	SUB-DIVISION

**REQUIRED INFORMATION:**

**In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02  
(Reissue 1999) records of this agency have been disposed of under Tc.0038 Tw(ce w)Tj6.21d**



## VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
N/A	N/A	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton Vertical File Cabinet, 4 drawer letter- si</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>