

## Records Inventory Worksheet

Department: **Purchasing**

Date Completed: **October 21, 2011**

Time Period Covered: **January 2007 to December 2011**

Completed by: **K. Gilroy**

Subject of the Record	Brief Description	Location	Format	Retention/Disposal	Status	Personnel Authorized to Access Record
Purchase Requisitions	Purchase Requisitions from end users	Purchasing	Electronic and paper	7 years	To be purchased and complete	Purchasing Staff
Purchase Orders	Purchase orders – Operational and Capital	Purchasing	Electronic and paper	7 years	Working, open and closed	Purchasing Staff
Receiving's	Receiving documents for goods received	Stores	Electronic and paper	7 years	Signed and not signed	Stores staff and Purchasing Staff
RFP Documents	Request for Proposal	Purchasing	Electronic and paper	7 years	In process and complete	Purchasing Staff
RFP Documents	Vendor responses	Purchasing	Electronic and paper	7 years	Awarded Vendor	Purchasing Staff
RFQ Documents	Request for Quotes	Purchasing	Electronic and paper	7 years	In process and complete	Purchasing Staff
RFQ Documents	Vendor Quotes	Purchasing	Electronic and paper	7 years	Awarded Vendor	Purchasing Staff
Contracts	Service Contracts	Purchasing	Electronic & Paper	1 year past expiry	In process and complete	Purchasing Staff

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Contracts	Supply Contracts	Purchasing	Electronic & Paper	1 year past expiry	In process and complete	Purchasing Staff