

Information Circular 25-01

Office of Procurement and Contracts Records Retention Policy

SERIES ID	0014-000
TITLE	Bid Records
DESCRIPTION	Records related to requests for proposals, bids, quotations, or estimates.
RETENTION	See Comments
COMMENTS	Retain successful bids until expiration of contract plus 5 fiscal years, then destroy. Retain unsuccessful bids 5 fiscal years, then destroy. See also Accounts Payable Records and Contracts.
DISPOSITION	Destroy
RESTRICTIONS	None
APPROVED	2021-01-21
K.A.R. NUMBER	53-2-208

Some Agencies have Federal Requirements which require a longer period of record retention. Because of the potential need for additional time and to avoid the inadvertent destruction of documents the Department of Administration, Office of Procurement & Contracts has a 10-year standard to encompass those issues.

K.S.A 45-408; State agencies required to cooperate with state records board and state archivist, rules and regulations board.