



DM OCSS - Office of Central Support Services - Procurement Service

Records Retention Schedule

Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage

The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record
PROC101	Bids, Proposals, Quotations	T + 15	D	T = Conclusion of bid process, bidder chosen or procurement discontinued.	No	The office holding the record is the office of record unless another office is listed below
All successful and unsuccessful bids, proposals and quotations and supporting documentation received for a specific procurement, and as required and documented in Headquarters Contract Committee minutes.						
PROC102	Capital Master Plan Procurement	T + 15	A	T =Conclusion of CPM Project	Yes	
Procurement documents related to all goods and services associated with the planning and implementation of the Capital master plan architecture, engineering, construction, real estate leases, move management, staffing, consultants, etc.						
PROC103	Contracts and Leases	T + 15	D	T = Contract/Lease completed/cancelled and all charges,issues, claims settled.	Yes	
Contracts and Leases which result from success procurements						
PROC104	Headquarters Committee on Minutes and Presentations	T + 15	D	T = Completion/Cancellation of Procurement	No	HCC
Presentations to the Committee on Contracts and Minutes of HCC meetings.						
PROC105	Purchase Orders	T + 15	D	T = Purchase Order expires, purchase completed	No	
Purchase orders and supporting documentation						

All retention instruction apply equally to records in all formats, hard copy and digital

Retention Codes B = End of Biennium C = Current Year P = While needed to conduct UN Business S = Superseded or Obsolete T = Termination, Settlement or Completion
Disposition Codes A = To be reviewed for permanent preservation by Archives D = Destroy



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PROC106	Requisitions - Cancelled	T + 15	D		No	
Includes documentation concerning cancelled requisition including reason for cancellation of procurement and list of vendors who have submitted unsuccessful bids, proposals or quotations at time of cancellation.						
PROC107	Shipping & Insurance Files	C + 6	D		No	
File detailing shipping and insurance arrangements.						
PROC108	Vendor Registration Files - Approved	T + 15	D	T = Vendor dropped, no longer active.	No	
Files documenting application, acceptance and history of relationship with UN vendors.						
PROC109	Vendor Registration Files - Unsuccessful	C + 15	D		No	
Files documenting unsuccessful applications to become UN vendors.						

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