

Purchasing Records

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
	3	Air Travel Reservations	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Purchase Orders (Numerical, Alpha, Blanket, Etc.)	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Purchasing Bids	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Requisitions	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Standard School Supplies Agreements	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records - - Feasibility to Microfilm at District Discretion