

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. 2424 – 16**

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**Agency**  
Department of Public Safety and Correctional Services

**Division/Unit**  
Division of Correction

**Item No.**

**Description**

**Retention**

**This schedule supersedes Schedule No. 1406 – 16.**

**PROCUREMENT AREA:**

Standard procurement forms and other purchasing media providing supporting data for special and general procurement records.

I. PURCHASE ORDERS:

Retain three (3) years from date of last transaction and until all audit requirements have been fulfilled, then destroy.

II. REQUISITIONS:

Retain three (3) years from date of last transaction and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 6/5/08

Signature J. Michael Stouffer

Typed Name J. Michael Stouffer

Title Commissioner

Schedule Authorized by State Archivist

Date 31 Jan 09

Signature Edward C. [Signature]