

PURCHASING

12-505.1. Requisitions

A. Description: Request forms from the various county offices and departments which describe goods or services to be ordered by the purchasing department. Information includes number, department, delivery location, date, date required, item number, quantity, description, known suppliers, and authorizing signature.

B. Retention: 3 years, then destroy.

12-505.2. Purchase Orders

A. Description: Office copies of purchase orders for goods and services paid for by the county, or for goods and services yet to be delivered to the county. Information includes vendor number, project number, date of purchase order, department, vendor name and address, shipping instructions, quantity ordered, unit of issue, description of good/services ordered, general ledger account number, unit price, extended price, purchasing agent signature, individual who signs for receipt of goods/ services and date received, and notations regarding any shortages in shipment.

B. Retention: 3 years, then destroy.

12-505.3. Paid Invoices (pcard statements)

A. Description: Filed copies of invoices submitted by various vendors supplying goods and services to the county. These invoices are filed together with copies of the county checks and/or claim forms containing descriptions of the items purchased. Information includes invoice: vendor name, address, date of purchase, purchase order (if any), invoice number, item(s) or service(s) purchased, amounts, total; check copy: vendor name, address, date of check, amount, check number; and claim form: date, account number(s), description of item(s), amount(s), approval signature(s).

B. Retention: 3 years, then destroy.

12-505.4. Bids

A. Description: Record of each bid submitted by vendors selling goods and/or services to the county. Information includes request for quotation, bid spread sheet and bid award letter.

B. Retention: 3 years, then destroy.

12-505.5. Vendor Files

A. Description: Listing of vendors with whom the county currently conducts business. Information includes vendor's name, number, address and federal identification number.

B. Retention: Until superseded, then destroy.

12-505.6 Contracts

A. Description: Contracts made between the county and another party.

B. Retention: 3 years after expiration.



South Carolina Department of Archives and History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I—Office or Department

BERKELEY COUNTY
Local Government Subdivision
PURCHASING
Office or Department
8
Record Group Number

I certify that I am authorized to act for this office or department in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this office or department after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: 11186

7/23/99
Date

[Signature]
Signature of Approving Authority

Records Manager
Title

PART II—Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

7/26/99
Date

[Signature]
Signature of Approving Authority

County Supervisor
Title

PART III—Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and preservation value and are approved for retention or disposal as described in the schedule.

8-2-99
Date

[Signature]
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR

11186 CAPITAL PURCHASES

Description:

Record of all large purchases made by the county. Information includes date of purchase, equipment purchased and amount.

Retention:

Until item is deleted from inventory, then destroy.



South Carolina Department of Archives & History Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

BERKELEY COUNTY
Local Government Subdivision

PURCHASING
Office or Department

0008
Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15081**

10-3-08 [Signature] Records Mgr.
Date Signature of Approving Authority Title
12-3-08

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

11/19/08 [Signature] County Supervisor
Date Signature of Approving Authority Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

12/01/08 [Signature]
Date Director, Department of Archives and History
RECORDS ADMINISTRATOR



BERKELEY COUNTY

RECORD GROUP NUMBER: 0008

PURCHASING

15081 BIDDER/VENDOR APPLICATION

Description:

This series is used as part of the bidder and vendor process. Successful bidder and vendor applications are kept with the bid files and vendor files. Information includes initial application or revision, billing address, phone and fax number, organization, type, state of incorporation, time in present business, small/minority business, officers or members or owners names and titles, authorized signature information, contact information, category, Federal Tax ID Number (FIEN) or Social Security Number, SC Sales Tax Registration Number, authorized signature, name and title of signer; National Instate of Governmental Purchasing 5-Digit commodity/Service Class Code information.

Retention:

Until no longer needed for reference, then destroy.

Schedule APPROVED 12/01/08