

Records Management Best Practices: Contracts Records

The following best practices were developed in consultation with the Fredonia Contracts Office.

The Contracts Office is the official record custodian for the list of records below related to procurement of contracts. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Contract justifications
- Formal contract solicitations involving RFPs, RFQs, RFI's
- Requests for contract proposals
- Bonds, if required
- Bid proposals
- Specifications
- Procurement contract records
- Procurement record checklist (including but not limited to: insurance, procurement lobbying documentation, consultant disclosure forms, Public Officer's Law form)
- Approved Vendor Review Profiles and associated documents
- Approved MWBE Utilization Plans and associated documents
- Contracts

Notes:

(1) Departments may retain a copy of a contract to aid in assuring that the terms of the contract are understood and met.

(2) Departments should retain supporting documentation related to contracts/purchases that would not be in the possession of Purchasing (e.g. sign in/log books, service reports, work tickets, time tickets etc.).

Note: The Contracts Office retains their records for the statutorily mandated period of time. A department may ask for a copy of a supporting document by calling Contracts at (716) 673-4998.