TITLE:		Approved by Auditor Lorena Hernandez
Records Retention Policy		Admin: Pete Sepulveda Purch: Mike Forbes
		Date Approved –M.F: 10/17/22
Effective Date: 10-25-2022 updated	Commissioner's Court Date Approved: 10-25-2022 updated	Page No: 1 of 1

I. PURPOSE

To establish Retention of Records Policy.

II. SCOPE

This procedure applies Purchasing Department Bids, RFP, RFQ Records.

III. PROCEDURE

All Bids, RFPs, and RFQ's will be retained within the Purchasing Department for a minimum of five (5) years.