

**FAP 111-28-00**  
**RETENTION OF PROCUREMENT DOCUMENTS**

**1. Files and Records - General**

a. Each agency shall maintain records necessary to support each purchasing transaction. An agency is not required to retain hardcopies of electronic documents maintained in the state's procurement system. Agency files shall contain the following if applicable:

(1) Copy of each best value calculation, tabulation and award justification.

(2) Copy of any correspondence related to any procurement transaction, including the agency's complaints about vendor performance and the vendor's response.

b. The above records shall be available for any authorized audit.

c. An agency's filing system shall be set up so that any transaction can be referenced easily and audited from the initial purchase request within the agency to completion and payment.

**2. Maintenance Cost Record**

Agencies shall maintain a record of the maintenance costs of each major item of motor or mechanical equipment. The records for vehicles shall contain maintenance and operating expenses.