

## **Procurement: *Records of Procurement***

### **Records Retention—**

The District shall retain and dispose of all procurement records in accordance with the Utah Government Records Access and Management Act (“GRAMA”) and Policy GA.

The District’s official contract file relating to each procurement shall include all written determinations required by the District’s procurement policies, the rules of the Utah Procurement Policy Board, or the Utah Procurement Code.

For all procurements on which \$50 or more is expended, the District shall keep written records for the longer of: four years, the time otherwise required by law, or the time provided for in rules made by the Procurement Policy Board. These written records shall be made available to the public upon request as provided by Policy GA. These written records shall include:

1. the name of the provider from whom the procurement was made;
2. a description of the procurement item;
3. the date of the procurement; and
4. the expenditure made for the procurement.

*Utah Code § 63G-6a-2002 (2013)*

### **Records of Small Purchase, Sole Source, and Emergency Contracts—**

The Board of Education or the Procurement Officer shall maintain a record of each contract made under the small purchase procurement process or under the sole source or emergency procurement exceptions to the standard procurement processes. The record shall contain each contractor’s name, the amount and type of each contract, and a listing of the procurement items to which the contract relates.

*Utah Code § 63G-6a-2003 (2013)*