



Board of County Commissioners

Office of Purchasing

**Title: Continuing Contracts From Previous
Fiscal Years with Hard Copy Case Files**

Operations Manual

Procedure No: OM-285

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- I. Purpose To provide guidance of the special considerations of Continuing Contracts from previous fiscal years with hard copy case files rather than microfilm.

- II. Scope These guidelines apply to all Purchasing Agents in determining their contracts which meet this criteria and assuring that these case files are maintained in a hard copy case file rather than on microfilm.

- III. Responsibility

A special file has been established for the numerous Continuing Contracts, which we frequently refer to, rather than have them stored or microfilmed in advance of them becoming totally inactive.

When microfilming of controlled documents is being considered, the Purchasing Manager assures that all purchasing agents are notified.

The Purchasing Agent shall review their respective contracts for which they are responsible to identify those with special "*on going*" life activities beyond the first year and perhaps for several years beyond to determine which ones should be maintained in this hard copy case file.

Refer these files to the proper storage area in the central file room.