

Part 20 Records

63G-6a-2001 Title.

This part is known as "Records."

Enacted by Chapter 347, 2012 General Session

63G-6a-2002 Records -- Retention.

- (1) All procurement records shall be retained and disposed of in accordance with Title 63G, Chapter 2, Government Records Access and Management Act.
- (2) Written determinations required by this chapter shall be retained in the appropriate official contract file of:
 - (a) the division;
 - (b) the procurement unit with independent procurement authority; or
 - (c) for a legislative procurement unit or a judicial procurement unit, the person designated by rule made by the applicable rulemaking authority.
- (3) A procurement unit shall keep, and make available to the public, upon request, written records of procurements for which an expenditure of \$50 or more is made, for the longer of:
 - (a) six years;
 - (b) the time otherwise required by law; or
 - (c) the time period provided by rule made by the applicable rulemaking authority.
- (4) The written record described in Subsection (3) shall include:
 - (a) the name of the provider from whom the procurement was made;
 - (b) a description of the procurement item;
 - (c) the date of the procurement; and
 - (d) the expenditure made for the procurement.

Amended by Chapter 355, 2016 General Session

63G-6a-2003 Record of contracts made.

The chief procurement officer, the procurement officer, or the head of a procurement unit with independent procurement authority shall maintain a record of all contracts made under Section 63G-6a-506, 63G-6a-802, or 63G-6a-803, in accordance with Title 63G, Chapter 2, Government Records Access and Management Act. 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.

Amended by Chapter 355, 2016 General Session

63G-6a-2004 Chief procurement officer's collection of information on procurement items.

- (1) To the extent possible, the chief procurement officer may collect information concerning the type, cost, quality, and quantity of commonly used procurement items procured or used by procurement units.
- (2) The chief procurement officer may make the information described in Subsection (1) available to any procurement unit upon request.

Amended by Chapter 445, 2013 General Session