

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**(Board Policy A-31 Repealed Per Minute Order 3.11 of 07/12/2011)**

Subject:	<u>Policy Number</u>	<u>Page</u>
<b>DESTRUCTION OF RECORDS RETAINED BY THE PURCHASING DEPARTMENT</b>	<b>A-31</b>	<b>1 of 1</b>

**Policy:**

Consistent with Sections 25501.5 and 26202 of the Government Code, and Section 337 of the Code of Civil Procedure, the Purchasing Department for the County of Riverside is authorized to destroy Purchasing Requisitions, Bid Documents and completed Purchase Orders which it has retained for a minimum period of five years. Consistent with Section 25501.5 of the Government Code, the Department is not required to retain duplicate or microfilm copies of those documents destroyed.

**Reference:**

Minute Order 6.5 dated 8-21-79