

## 4.705-3 Acquisition and supply records.

- (a) Store requisitions for materials, *supplies*, equipment, and services: Retain 2 years.
- (b) Work orders for maintenance and other services: Retain 4 years.
- (c) Equipment records, consisting of equipment usage and status reports and equipment repair orders: Retain 4 years.
- (d) Expendable property records, reflecting accountability for the receipt and use of material in the performance of a contract: Retain 4 years.
- (e) Receiving and *inspection* report records, consisting of reports reflecting receipt and *inspection* of *supplies*, equipment, and materials: Retain 4 years.
- (f) *Purchase order* files for *supplies*, equipment, material, or services used in the performance of a contract; supporting documentation and backup files including, but not limited to, *invoices*, and memoranda; *e.g.*, memoranda of negotiations showing the principal elements of subcontract price negotiations (see [52.244-2](#)): Retain 4 years.
- (g) Production records of quality control, reliability, and *inspection*: Retain 4 years.
- (h) Property records (see FAR [45.101](#) and [52.245-1](#)): Retain 4 years.

**Parent topic:** [4.705 Specific retention periods.](#)