

File Retention

Non-Secure/Non-Controlled Goods Issues/Picking Slips:

Completed Non-Secure/Non-Controlled Goods Issues/Picking Slips will be maintained on file for twelve (12) months from date of issue at the DGS Distribution Center.

Secure/Controlled Goods Issue/Picking Slips including any extra documentation:

Completed Secure/Controlled Goods Issue/Picking Slips, which includes any logs or special documentation, will be maintained at the DGS Distribution Center on a retention schedule identified in the Agency's Service Requirements.

United Parcel Service (UPS) Shipping Reports:

United Parcel Service (UPS) daily shipping reports will be retained for a twelve (12) month period from issue date at the DGS Distribution Center.

Daily Local Shipping Log:

The Daily Local Shipping Log will be retained for a twelve (12) month period from date of log at the DGS Distribution Center.