

COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #11

February 16, 2007

“How long do contractors need to keep the back-up documentation for the Exclusion and Debarment checks on their employees?”

After much discussion, debate, research and reflection, following is the official decision on how long contractors need to keep the back-up documentation for the monthly Exclusion and Debarment checks they conduct on their employees:

The documentation needs to be retained for the length of time specified for record retention in the “Audits and Inspection” clause of their contract.

If any of your contractors are having difficulty with this requirement from a logistical standpoint, or if they feel they are generating too much paper for it to be manageable, please feel free to refer them to me. We are happy to work with them on ways to streamline their processes and make them more user friendly, while at the same time protecting the County's interests.

For more information on this topic, contact:

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***“An ethical workplace is your right.....
and your responsibility”***



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