

22 PROCUREMENT RECORDS RETENTION SCHEDULE						
Ref.	Functions/Activities	Records Series/Examples	Trigger - event that prompts start of retention period	Retention Period	Action	Reason/Notes
22.001	Contracting					
22.001.001	Evaluation criteria for approved suppliers records		Until superseded	5 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984
22.001.002	Inviting prospective suppliers to apply for approval		Date of invitation for approval issued for current suppliers	3 years	Destroy	Business requirement
22.001.003	Evaluating applications for approval from prospective suppliers and notification of the outcome: contracted supplier		End of approval	3 years	Destroy	Business requirement
22.001.004	Evaluating applications for approval from prospective suppliers and notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy	Business requirement
22.001.005	Approved supplier lists or databases		Until superseded	None	Destroy	Business requirement

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22.001.006	Contract management - ordinary contracts	Including contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions)	End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984; The Public Works Contracts Regulations SI 1991/2680; The Public Services Contracts Regulations SI 1993/3228; The Public Supply Contracts Regulations SI 1995/201; The Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations SI 2003/46
22.001.007	Contract management - contracts under seal	As above	End of contract	20 years	Destroy	SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.001.008	Recording performance in relations to plans for the implementation of the Council's procurement strategy		End of current financial year	5 years	Destroy	SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.001.009	Recording purchasing authorisation limits		Superseded	1 year	Destroy	Business requirement
22.001.010	Internal authorisations for procurement		End of current financial year	1 year	Destroy	Business requirement
22.001.011	Purchase ordering	Purchase orders; goods received notes	End of current financial year	5 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 1984 HM Customs & Excise Notice 700/21: Keeping VAT records and accounts (December 2007
22.002	Market information					
22.002.001	Evaluating the product		Current	None	Destroy	Business requirement
22.002.002	Producing information about the product		Current	None	Destroy	Business requirement

Ref.	Functions/Activities	Records Series/Examples	Trigger - event that prompts start of retention period	Retention Period	Action	Reason/Notes
22.003	Tendering					
22.003.001	Producing the initial proposal	Business case/requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984; records required by SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.003.002	Producing the initial proposal - contract under seal	Business case / requisition; contract advertisement, statements of interest (successful); pre-qualification questionnaire (PQQ) and evaluation, draft and agreed specification, evaluation criteria, invitation to tender	End of contract	20 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984; records required by SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.003.003	Reporting on contract awards (OJEU)		End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984; SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.003.004	Beginning the tendering process	Issue of invitations to tender and handling of incoming tenders records	Award of contract (to successful bidder)	1 year	Destroy	SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.003.005	Completing the tendering process	Tender evaluation, negotiation and notification records Unsuccessful tenders	Award of contract (to successful bidder)	1 year	Destroy	SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46; records relating to second and third choice contractors may be kept throughout contract to avoid re-tendering if successful contractor withdraws service

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22.003.006		Tender evaluation, negotiation and notification records Successful tenders	End of contract	5 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984; SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.003.007	Evaluating the tendering process	Tender evaluation, negotiation and notification records Successful tenders Contracts under Seal	End of contract	20 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984; SI 1991/2680; SI 1993/3228; SI 1995/201; SI 2003/46
22.003.008	Reporting to the Scottish Government on contracts awarded	Statistics	Date of creation	3 years	Destroy	Prescription and Limitation (Scotland) Acts 1973 and 1984