

Activity Code	Category	Function	Name	Description	Record Examples	Rule Name	Rule Rule Type	Rule Trigger	Rule Min Period	Approval	Rule Disposition Action
PRO-001-001	Procurement	Contracting	Contract Implementation/Mobilisation - post-award	Undertaken within and outwith Commercial and Procurement Services (CPS)	Contract Handover Document, Contract Mobilisation Plan, Contract Monitoring and Performance Records, Record of Contract Extensions and Variations	PRO 7 years from contract end date	Business Value	Contract end date	7 years	Frontline	Destroy
PRO-001-004	Procurement	Contracting	Supplier setup and management	Contracted and non-contracted suppliers	Vendor Form (new supplier set up); HM Revenue and Customs' (HMRC) Employment Status check outcome; Vendor Change (e.g. amendment to bank details/address/company name); Authorisation of Vendor Change	PRO 4 years	Business Value	End of financial year in which supplier deactivated	4 years	Frontline	Destroy
PRO-001-006	Procurement	Contracting	Waiver register		Register entry and form	Financial 6 years	Business Value	End of financial year	6 years	Frontline	Destroy
PRO-001-010	Procurement	Contracting	Register of contracts			Permanent	Business Value	Retain	Permanent	Frontline	Transfer to Edinburgh City Archives
PRO-003-008	Procurement	Tendering	Scottish Government reporting	Reporting to the Scottish Government on contracts awarded	Statistics	PRO 3 years	Business Value	Date of creation	3 years	Frontline	Destroy
PRO-003-009	Procurement	Tendering	Contract Development - pre-award	Undertaken within and outwith Commercial and Procurement Services (CPS)	Procurement Requirement Form, Procurement Strategy, Market Research & Engagement documentation, SPD & ITT Documentation, Evaluation records, Financial probity checks, Project Governance & Compliance documentation, Award/Decline process documentation.	PRO 7 years from contract end date	Business Value	Contract end date	7 years	Frontline	Destroy