

Records & Information Management Service (RIMS)

Procurement Records Retention Schedule

Procurement Office

This retention schedule applies to original records. Where copies of originals are kept locally, these can be destroyed when they are no longer required to conduct the tender process and the contract, services or works have been received.

Function	Records Series	Retain at office	Retain at University Records Centre	Total Retention	Fate	Notes
Quotations	Supplier Quotations	C+5	Nil	C+5	D	
PPE	Procurement Policy Exception (PPE) forms	C+5	Nil	C+5	Dcon	
Purchasing Card	Transaction Log	C+5	Nil	C+5	Dcon	
Purchasing Card	Bank Statements	C+5	Nil	C+5	Dcon	
Purchasing Card	Receipts / Quotations	C+5	Nil	C+5	Dcon	
Approval	Supplier evaluation criteria	C+5	Nil	C+5	D	
Contracts	Extension letters	C	6	T+6	Dcon	These may also document variations to contracts (e.g. revisions, extensions)
Contracts	Contract for professional and other services (signed copy) for amounts <i>over</i> current OJEU threshold.	C	Award of contract+1 year	T+6 after termination of contract	Dcon	If contract review meeting papers and reports exist retain together on the PURCH file.
Contracts	Contract for professional and other services (signed copy) for amounts <i>under</i> current OJEU threshold	C	Award of contract+1 year	T+6 after award of contract	Dcon	If contract review meeting papers and reports exist retain together together on the PURCH file.
Contracts	Contract for equipment or consumables (signed copy) <i>over</i> current OJEU threshold.	C	Award of contract+6 years	C+6 after award of contract	D	If contract review meeting papers and reports exist retain together together on the PURCH file.

A=archival, C=current (i.e. "live" version), Cay=current academic year, Cfy=current financial year, D=destroy, Dcon=destroy confidentially, P=permanent – life of University/business need, R=review for archival selection, T=termination of staff/student status, contract or agreement
All retention periods are given in years unless otherwise stated

Contracts	Contract for equipment or consumables (signed copy) <i>under</i> current OJEU threshold.	C	Award of contract+6 years	C+6 after award of contract	D	If contract review meeting papers and reports exist retain together together on the PURCH file.
Performance	Data analysis	C+1	Nil	C+1	D	Includes measuring, monitoring and analysing of departmental performance
Planning	Strategic plans	C	Nil	C	D	These are submitted to the Finance Committee and retained as part of their papers.
Policy	Audit Committee paper	C	Nil	C	D	These are deposited as part of the Court Office papers.
Reports & Reviews	Contract review meeting papers	C+6	Nil	C+6 after termination of contract	Dcon	These are held if required to monitor of supplier performance and action taken regarding under-performance
Reports & Reviews	Contract review reports	C+2	4	C+6	D	Formal reviews of performance and responding to the results includes preparing and implementing action plans to address under-performance or other issues raised
Reports & Reviews	Statistical reports to HM Treasury or E.U. on contracts awarded (as required by the regulations cited)	C+2	Nil	C+2	D	
Suppliers	Supplier database	C	Nil	C	D	
Tendering	PURCH File - Evaluation documents for <i>accepted tenders</i> for equipment, consumables and services.	C+2	4	C+6 after award of contract	D	This includes the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process:
Tendering	PURCH File - Evaluation documents for <i>rejected tenders</i> for equipment, consumables and services.	C+2	4	C+6 after award of contract ¹	D	This includes the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process

¹ The statutory minimum is 1 year after award of the contract but it is needed longer in case the contract falters at some point.

A=archival, C=current (i.e. "live" version), Cay=current academic year, Cfy=current financial year, D=destroy, Dcon=destroy confidentially, P=permanent – life of University/business need, R=review for archival selection, T=termination of staff/student status, contract or agreement
All retention periods are given in years unless otherwise stated

Tendering	PURCH File - Evaluation of applications for <i>approved preferred suppliers</i> : approval from prospective suppliers, and notification of the outcome.	C+2	4	C+6 after award of contract ²	D	
Tendering	PURCH File - Invitation to Tender and receipt of incoming tenders	C+2	4	C+6 after award of contract	D	
Tendering	PURCH File - Tender evaluation criteria	C+2	4	T+6 after termination of contract	D	
Tendering	PURCH File - Inviting and evaluating pre-qualification submissions from prospective suppliers	C+1	Nil	C+1 after award of contract	D	
Tendering	Project/tender file (PURCH file)	C+2	4	C+6 after award of contract	D	A unique sequential number is issued per file – includes Contract award report (as required by the Regulations cited), contract advert, tender specification, criteria etc.. (known as the PURCH file)
Tendering	Procurement Policy Exception Forms	C+1	Nil	C+1	D	
Tendering	Rejection letters for non-contracted suppliers	C+2	4	C+6 after award of contract	D	
Tendering	Supplier request form (new)	Approval/ rejection +1	Nil	Approval/ rejection +1	D	Invitations to prospective suppliers to apply for approval. This is a copy as the original is held on Agresso.
Tendering	Tender returns for non-contracted suppliers	Rejection date +1	Nil	Rejection date +1	D	Evaluation of applications for approval from prospective suppliers, and notification of the outcome : <i>rejected suppliers</i>

² Statutory minimum is D after termination of approval.

A=archival, C=current (i.e. "live" version), Cay=current academic year, Cfy=current financial year, D=destroy, Dcon=destroy confidentially, P=permanent – life of University/business need, R=review for archival selection, T=termination of staff/student status, contract or agreement
All retention periods are given in years unless otherwise stated

--	--	--	--	--	--	--

A=archival, C=current (i.e. "live" version), Cay=current academic year, Cfy=current financial year, D=destroy, Dcon=destroy confidentially, P=permanent – life of University/business need, R=review for archival selection, T=termination of staff/student status, contract or agreement
All retention periods are given in years unless otherwise stated

Locally held information

Function	Records Series	Retain at office	Retain at University Records Centre	Total Retention	Fate	Notes
Procurement	Goods Received Notes / Goods Inwards Notes	C+2	Nil	C+2	D	(1980 c.58; HMCE 700/21)
Procurement	Local authorisation/ request for procurement	C+1	Nil	C+1	D	
Procurement	Purchase Orders	C+1	Nil	C+1	D	
Procurement	Tender documentation (copies of submissions and generic information)	C	Nil	C	D	Retain until the exercise is over and the contract or order placed. The originals are held by Procurement Office.

Signed _____ *Department* _____ Date _____

Print name _____ Job title _____

Signed _____ *RIMS* _____ Date _____

This signed off schedule authorises RIMS and the University Records Centre to destroy life-expired records without further instruction. It must not be amended without first consulting RIMS.

A=archival, C=current (i.e. "live" version), Cay=current academic year, Cfy=current financial year, D=destroy, Dcon=destroy confidentially, P=permanent – life of University/business need, R=review for archival selection, T=termination of staff/student status, contract or agreement
All retention periods are given in years unless otherwise stated