

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
22	PROCUREMENT										
22.001	Contracting										
22.001.001	Contracting	Approved supplier evaluation criteria records		Superseded	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	taken from SCARRS, agreed by Service	1.0	
22.001.003	Contracting	Evaluations of applications for approval from prospective suppliers & notification of the outcome: contracted suppliers		End of approval	5 years	Destroy	Business requirement		taken from SCARRS, retention period updated by Service	1.1	
22.001.004	Contracting	Evaluations of applications for approval from prospective suppliers & notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
22.001.006	Contracting	Contract management files	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions), product evaluation and information	End of contract	5 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 S.I. 1991 No. 2680 The Public Works Contracts Regulations 1991 S.I. 1993 No. 3228 The Public Services Contracts Regulations 1993 S.I. 1995 No. 201 The Public Supply Contracts Regulations 1995 S.I 2003/46 The Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003	taken from SCARRS, agreed by Service	1.0	
22.001.008	Contracting	Records containing data on, and analyses of, performance against the plans for the implementation of the Council's procurement strategy		End of current financial year	5 years	Destroy	Statutory	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, agreed by Service	1.0	
22.001.009	Contracting	Records of purchasing authorisation limits		Current Year	6 years	Destroy	Business requirement		taken from SCARRS, trigger and retention period updated by Service	1.1	
22.001.010	Contracting	Internal authorisations for procurement	Chief Officer approval reports (<£500k), Legal Consultation approval reports (>£250k) and Executive Lists (contract spend >= £500k)	End of current financial year	5 years	Destroy	Business requirement		taken from SCARRS, description and retention updated by service	1.1	
22.001.011	Contracting	Purchase ordering records (for VAT-registered bodies)	Purchase orders; goods received notes	End of current financial year	6 years	Destroy	Statutory	Keeping VAT records HMRC Reference: Notice 700/21 (October 2013)	taken from SCARRS, agreed by Service	1.0	

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22	PROCUREMENT										
22.001.012	Contracting	Information on tender and award of contracts made by an authority acting in the capacity of a Utility		End of contract	5 years	Destroy	Statutory	Utilities Contracts (Scotland) Regulations 2006 SSI 2006 No 2 Regulation 37 As amended by Public Contracts and Utilities Contracts (Scotland) Amendment Regulations 2009 SSI 2009 No 428 As amended by SSI 2009 No 439 By electronic means Reg 12	taken from SCARRS, trigger and retention period updated by Service	1.1	
22.001.013	Contracting	Contracts Register - External	External register of all an authority's current contracts. This is published on the Council's website.	Expiration/ conclusion of contract	Nil	Destroy	Statutory	Procurement Reform (Scotland) Act 2014. Section 35. The statutory requirement is that register entries for contracts cannot be deleted until the contract expires or is terminated. The authority may choose to keep the entries for a longer period for historical purposes.	taken from SCARRS, name / record series and description updated by Service.	1.1	
22.001.013a	Contracting	Contracts Register - Internal	Internal register of the authority's current and expired contracts	Expiration/ conclusion of contract	Nil	Destroy	Business Requirement		Added by Service	1.1	
22.003	Tendering										
22.003.001	Tendering	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	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; Records required by S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, agreed by Service	1.0	
22.003.003	Tendering	Contract award reports (OJEU)		End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, agreed by Service	1.0	
22.003.004	Tendering	Issue of Invitations to Tender and handling of incoming tenders records - Successful tenders		Award of contract	5 years	Destroy	Business requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, retention period updated by Service	1.1	
22.003.004a	Tendering	Issue of Invitations to Tender and handling of incoming tenders records - Unsuccessful tenders		Award of contract	1 year	Destroy	Business requirement	TBC	Added by Service	1.1	
22.003.005	Tendering	Tender evaluation, negotiation and notification records Unsuccessful tenders		Award of contract	1 year	Destroy	Business requirement	S.I 1991/2680; S.I 1993/3228; S.I 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	taken from SCARRS, agreed by Service	1.0	

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22	PROCUREMENT										
22.003.006	Tendering	Tender evaluation, negotiation and notification records Successful tenders		End of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45; S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46	taken from SCARRS, agreed by Service	1.0	
22.003.008	Tendering	Statistical reports to Scottish Government on contracts awarded		Date of creation	3 years	Destroy	Business requirement	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45	taken from SCARRS, agreed by Service	1.0	