

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
<b>21. Procurement</b>	Management of processes involved in arranging, tendering, managing contracts and other purchasing of the organisation.				
Contracting	Documentation relating to contracts.				
Approved suppliers	Maintaining a list of approved suppliers to the local authority.	Current plus 1 year	CWAC retention based on good practice	Not Protectively Marked	
Contract awards ordinary contracts	Contract documents and any contract amendments. <ul style="list-style-type: none"> <li>Contract files</li> </ul>	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6	Protect	
Contract awards contracts under seal	Contract documents and any contract amendments where contract is under seal. <ul style="list-style-type: none"> <li>Contract files</li> </ul>	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.6	Protect	
Contract awards post tender negotiations	Negotiation files related to specific contracts. <ul style="list-style-type: none"> <li>Post tender negotiation</li> </ul>	Destroy - 1 year after the term of the contract has expired	RGLA4.11	Protect	

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Contract awards monitoring	Performance monitoring and review of awarded contracts. <ul style="list-style-type: none"> <li>• Service level agreements</li> <li>• Compliance reports</li> <li>• Performance reports</li> </ul>	Destroy - 2 years after the term of the contract has expired	RGLA4.13	Protect	
Contract management	The monitoring of contracts.	Destroy - 2 years after the term of the contract has expired	RGLA4.13	Protect	
Requisition	Documentation on non tendered contracts. <ul style="list-style-type: none"> <li>• Purchase orders</li> </ul>	Destroy - 7 years after the end of the financial year	RGLA 7.3	Not Protectively Marked	
Market information	General information on products that the authority might consider purchasing.				
Product evaluation	Information on any products evaluated.	Current plus 1 year then review	CWAC retention based on good practice	Not Protectively Marked	
Product information	Information held by the organisation on products with a view to purchase at a later stage <ul style="list-style-type: none"> <li>• product literature</li> </ul>	Current plus 1 year then review	CWAC retention based on good practice	Not Protectively Marked	

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Tendering	Inviting organisations to tender for contracts.				
Tenders	Tender issuing and return. Opening notice, tender envelope	Destroy - 1 year after start of contract	RGLA 4.7	Confidential	
Tenders Ordinary tender	Tendering of contracts, responses and their evaluation.	Destroy - 6 years after the term of the contract has expired	Limitations Act 1980.	Confidential	
Tenders Pre-tender advice	The process of calling for expressions of interest.	Destroy 2 years after contract let or not proceeded with	RGLA 4.5	Not Protectively Marked	
Tenders Contract under seal	Tendering of contracts, responses and their evaluation for contracts under seal.	Destroy - 12 years after the term of the contract has expired	Limitations Act 1980. RGLA 4.8	Confidential	
Tenders Unsuccessful tenders	Documentation relating to unsuccessful tenders.	Destroy - 1 year after start of contract	RGLA4.10	Confidential	
Tendering policies	Documentation relating to tendering policies.	Permanent – offer to archivist when superseded	CWAC retention based on good practice	Not Protectively Marked	