

06 PROCUREMENT The function of purchasing goods, works and services from external organisations.							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
06.001	Contract Management	The activities involved in managing contracts for the supply of goods, works or services to the institution.					
		Monitoring of supplier performance and action taken regarding under-performance.	Date of termination of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
		Variations to contracts (e.g. revisions, extensions).	Date of termination of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
06.002	Contract Tendering	The activities involved in tendering contracts for the supply of goods, works or services to the institution.					
		Pre-qualification submissions from prospective suppliers (invitations and evaluations).	Date of award of supply contract	1 year	Destroy	Business requirement	
		Invitations and evaluation criteria for ITT (Invitations to Tender) .	Date of termination of supply contract awarded	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
		Issue of Invitations to Tender and handling of incoming tenders.	Date of award of supply contract	1 year	Destroy	Business requirement	

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		Evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders.	Date of award of supply contract	1 year	Destroy	Business requirement	
		Evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders.	Date of termination of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
		Contract award notices sent to the Official Journal, as required by Regulation 31 of the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1)	Date of termination of contract	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 SSI 2006/1 does not prescribe a retention period for these records.

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
		Contracts awarded, containing the information specified in Regulation 32(14) of the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1)	Date of termination of contract	10 years	Destroy	Regulation 32(14) of the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1)	SSI 2006/1 does not prescribe a retention period for these records. These are summary records of each contract awarded and retention of these for a longer period than the complete contract 'files' provides evidence of effective and compliant procurement practice over time.
		Statistical and other reports on contracts awarded prepared for the Scottish Ministers, as required by the Public Contracts (Scotland) Regulations 2006 (SSI 2006/1)	End of current year	3 years	Destroy	Statutory	SSI 2006/1 does not prescribe a retention period for these records.
06.003	Procurement Policy Development	The activities involved in developing and establishing the institution's policies on procurement.					
		Procurement policies: key records.	Date superseded	5 years	Destroy	Business requirement	
		Procurement policies: working papers.	Date policy issued	1 year	Destroy	Business requirement	

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06.004	Procurement Procedure Development	The activities involved in developing the institution's procedures for procurement.					
		Procedures relating to the management of procurement: key records.	Date superseded	3 years	Destroy	Business requirement	
		Procedures relating to the management of procurement: working papers.	Date procedures issued	1 year	Destroy	Business requirement	
06.005	Procurement Strategy Development	The activities involved in developing and establishing the institution's procurement strategy.					
		Records documenting the development and establishment of the institution's procurement strategy: key records.	Date superseded	5 years	Destroy	Business requirement	
		Records documenting the development and establishment of the institution's procurement strategy: working papers.	Date strategy issued	1 year	Destroy	Business requirement	
04.006	Purchasing	The activities involved in purchasing goods, works or services for the institution without tendering contracts.					

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		Records documenting purchasing authorisation limits.	Date superseded	1 year	Destroy	Business requirement		
		Records documenting internal authorisation for procurement.	End of current financial year	1 year	Destroy	Business requirement		
		Purchase Orders	End of current financial year	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 HMRC 700/21 para. 5.2	
		Goods Received Notes/Goods Inwards Notes	End of current financial year	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 HMRC 700/21 para. 5.2	
06.007	Supplier Approval	The activities involved in approving organisations or individuals as suppliers of goods, works or services to the institution.						
		Supplier evaluation criteria.	Date superseded	5 years	Destroy	Business requirement		
		Records documenting invitations to prospective suppliers to apply for approval.	Date of expiry of invitation OR Rejection of application OR Completion of approval	6 months	Destroy	Business requirement		

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		Evaluation of applications for approval from prospective suppliers, and notification of the outcome : approved suppliers.	Date of termination of approval	Nil	Destroy	Business requirement	
		Evaluation of applications for approval from prospective suppliers, and notification of the outcome : rejected suppliers.	Date of rejection	1 year	Destroy	Business requirement	
		Supplier database	While current	Nil	Destroy	Business requirement	