

L. PROCUREMENT						
Reference	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority
1	Contract Preparation /Planning Stage					
1.1	Procurement Strategy		date superseded	5 years	Confidential Destruction	Statutory
1.2	Annual procurement report		date superseded	3 years	Confidential Destruction	Statutory
1.3	Data Collection and Analysis Documentation	Spend analysis, current contract information, supply chain information, financial/budget information	Date of contract end	5 years	Confidential Destruction	Business requirement
1.4	Category/Commodity Strategies/Plans	Business case, project initiation documents, contract/project plans, procurement strategy	Date of contract end	5 years	Confidential Destruction	Statutory
1.5	Advertising Records	PIN notice, OJEU notice, below threshold notice	Date of contract end (inclusive of extensions)	Nil	Confidential Destruction	Business requirement
2	Tender Process					
2.1	UnRegulated - Invitation to Tender Documentation	Invitation to Tender documents (incorporating the evaluation matrix and criteria), Tender clarifications questions/answers, Contract specification/terms and conditions, Tender period exchanges	Date of contract end (inclusive of extensions)	5 years from contract awarded	Confidential Destruction	Business requirement
2.2	UnRegulated - Tender Evaluation	Tender responses, Procurement Team Tender Report, Committee Approval Report, Standstill letters, Successful/unsuccessful letters, Supplier Debrief records, Contract Award Notice Successful ESPD and Tender Submission	Date of contract end (inclusive of extensions)	5 years from contract awarded	Confidential Destruction	Statutory
2.3	UnRegulated - Contract Award & Management	Executed terms & conditions of contract, Contract mobilisation meeting notes, implementation timetables, service level agreements, KPI reports, complaints, payment disputes, amendments/variations/extensions, records containing data on/analysis of performance, purchase order records	Date of contract end (inclusive of extensions)	5 years from contract awarded	Confidential Destruction	Statutory

2.4	Regulated - Invitation to Tender Documentation	Invitation to tender documents (incorporating the evaluation matrix and criteria), Tender clarifications questions/answers, Contract specification/terms and conditions, tender period exchanges	Date of contract end (inclusive of extensions)	5 years from contract awarded	Confidential Destruction	Statutory
2.5	Regulated - Tender Evaluation	Tender responses, Procurement Team Tender Report, Committee Approval Report, Standstill letters, Successful/Unsuccessful letters, Supplier debrief records, Contract Award Notice, Successful ESPD and tender Submission	Date of contract end (inclusive of extensions)	5 years from contract awarded	Confidential Destruction	Statutory
2.6	Regulated - Contract Award & Management	Executed terms & conditions of contract, Contract mobilisation meeting notes, implementation timetables, service level agreements, KPI reports, complaints, payment disputes, amendments/variations/extensions, records containing data on/analysis of performance, purchase order records	Date of contract end (inclusive of extensions)	5 years from contract awarded	Confidential Destruction	Statutory
2.7	Statistical reports to Scottish Government on contracts awarded		Date of submission	3 years	Confidential Destruction	Business requirement
3	Unsuccessful PQQ's/Tenders					
3.1	Unregulated Tenders - Invitation to Tender Documentation	Unsuccessful submissions	Contract Start	6 months	Confidential Destruction	Business requirement
3.2	Unregulated Tenders - Related correspondence	Standstill letters, unsuccessful PQQ and tender any additional related letters, correspondence	Contract Start	6 months	Confidential Destruction	Business requirement
3.3	Regulated Tenders - Invitation to Tender Documentation	Unsuccessful submissions	Contract Start	3 years	Confidential Destruction	Statutory
3.4	Regulated Tenders - Related correspondence	Standstill letters, unsuccessful PQQ and tender any additional related letters, correspondence	Contract Start	3 years	Confidential Destruction	Statutory
4	Contract and Supplier Registers					
4.1	Contracted supplier lists or databases		Date superseded	Nil	Confidential Destruction	Business requirement
4.2	Contract Register		Expiration of	Nil	Confidential	Statutory

T.4	Contract register		contract/conclusion of ¹	Destruction	statutory
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Citation / Notes
Procurement Reform (Scotland) Act 2014
Procurement Reform (Scotland) Act 2014
“Contract End” means the end of the contract including where the contract has been extended. Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.
Prescription and Limitation (Scotland) Act 1973“Contract End” means the end of the contract including where the contract has been extended. Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing court action, an information request has been intimated or an audit is ongoing.
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Public Contracts (Scotland) Regulations - Regulation 83(9)
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Procurement Reform (Scotland) Act 2014 Section 35. The

statutory requirement is that register entries for contracts