

22 PROCUREMENT							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
22.001	Contracting						
22.001.001	Approved supplier evaluation criteria records		Superseded	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45
22.001.002	Invitations to prospective suppliers to apply for approval		Date of invitation for approval issued for current suppliers	3 years	Destroy	Business requirement	
22.001.003	Evaluations of applications for approval from prospective suppliers & notification of the outcome: approved suppliers		End of approval	3 years	Destroy	Business requirement	
22.001.004	Evaluations of applications for approval from prospective suppliers & notification of the outcome: rejected supplier		Date unsuccessful notice issued	1 year	Destroy	Business requirement	
22.001.005	Approved supplier lists or databases		When superseded	None	Destroy	Business requirement	

The Moray Council Record Retention Schedule version 1.0 2011

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22.001.006	Contract management files - ordinary contracts	Including; Contract award letters and agreements, post-tender negotiations, service level agreements, compliance reports, performance reports, variations to contracts (revisions, extensions).	End of contract	5 years	Destroy	Statutory	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
22.001.007	Contract management files - contracts under seal	as above	End of contract	20 years	Destroy	Statutory	as above
22.001.008	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
22.001.009	Records of purchasing authorisation limits		Superseded	1 year	Destroy	Business requirement	
22.001.010	Internal authorisations for procurement		End of current financial year	1 year	Destroy	business requirement	
22.001.011	Purchase ordering records	Purchase orders; goods received notes	End of current financial year	5 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45 HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts (December 2007)
22	Market information						
22.002.001	Product evaluation		Current	None	Destroy	Business requirement	

The Moray Council Record Retention Schedule version 1.0 2011

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22.002.002	Product information		Current	None	Destroy	Business requirement	
22.003	Tendering						
22.003.001	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
22.003.002	Initial proposal - contract under seal	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	20 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

The Moray Council Record Retention Schedule version 1.0 2011

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22.003.003	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
22.003.004	Issue of Invitations to Tender and handling of incoming tenders records		Award of contract	1 year	Destroy	Business requirement	S.I 1991/2680; S.I 1993/3228; S.I 1995/201; SI 2003/46
22.003.005	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

The Moray Council Record Retention Schedule version 1.0 2011

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22.003 .006	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
22.003 .007	Tender evaluation, negotiation and notification records Successful tenders Contracts under Seal		End of contract	20 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
22.003 .008	Statistical reports to Scottish Executive on contracts awarded		Date of creation	3 years	Destroy	Statutory	Prescription and Limitation (Scotland) Act 1973 c.52 and 1984 c.45