

FINANCE OFFICE - PROCUREMENT

RETENTION SCHEDULE

NOVEMBER 2010

## FINANCE OFFICE - PROCUREMENT

### ACTIVITY AREAS

- 1 Committee meetings – external
- 2 Committee meetings – internal
- 3 Contract Spend
- 4 Insurance
- 5 Web documentation External
- 6 Web documentation Internal
- 7 Database

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store (Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal (Archive\Shred)</u>	<u>Authorised by:</u>
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Committee meetings - External	External Committee papers - members copy of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred\Delete	Procurement Manager
Committee meetings - Internal	GCU Committee papers - members copy of Agenda, Minutes and Papers	N/A	Current year + 1 year	Shred\Delete	Procurement Manager
Contract Spend	Quotations (successful suppliers)	N/A	Termination of supply contract + 5 years OR as stipulated by contract\funder if longer retention period	Delete	Procurement Manager
Contract Spend	Quotations (unsuccessful suppliers)	N/A	Award of supply contract + 1 year OR as stipulated by contract\funder if longer retention period	Delete	Procurement Manager
Contract Spend	GCU Tender Documentation	N/A	Termination of supply contract + 5 years OR as stipulated by contract\funder if longer retention period	Delete	Procurement Manager
Contract Spend	Tender Documentation (successful tenders)	Termination of supply contract	Termination of supply contract + 5 years OR as stipulated by contract\funder if longer retention period (NOTE: If relevant to public services regulations then + 10 years)	Delete\Shred	Procurement Manager
Contract Spend	Tender Documentation (Unsuccessful tenders)	N/A	Award of supply contract + 1 year OR as stipulated by contract\funder if longer retention period	Delete\Shred	Procurement Manager

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Contract Spend	Pre-qualification Questionnaire responses (successful)	N/A	Award of supply contract + 1 year OR as stipulated by contract\funder if longer retention period. (NOTE: If relevant to public services regulations then + 10 years)	Delete\Shred	Procurement Manager
Contract Spend	Pre-qualification Questionnaire responses (Unsuccessful)	N/A	Award of supply contract + 1 year OR as stipulated by contract\funder if longer retention period	Delete\Shred	Procurement Manager
Contract Spend	Single source Justification Forms completed	N/A	Current financial year + 6 years	Delete\Shred	Procurement Manager
Contract Spend	Contract Information	Termination of supply contract	Termination of supply contract + 5 years OR as stipulated by contract\funder if longer retention period. (NOTE: If relevant to public services regulations then + 10 years)	Delete\Shred	Procurement Manager
Contract Spend	Signed Record of the Opening of Tender forms	Termination of supply contract	Termination of supply contract + 5 years OR as stipulated by contract\funder if longer retention period. (NOTE: If relevant to public services regulations then + 10 years)	Shred	Procurement Manager
Documents	Procurement Manual, Strategy and Policy Document	N/A	Superseded + 5 years	Review for archive (hardcopy)	Procurement Manager

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Insurance	Travel Insurance Declaration Forms completed by staff member	Settlement of claim	While valid OR Settlement of claim + 6 years	Shred\Delete	Procurement Manager
Oracle Procurement Data	Oracle Report of Expenditure with suppliers based on invoices	N/A	Current Financial year + 6 years	Deleted	Procurement Manager
PECOS	Supplier Capture Forms (completed)	N/A	Hardcopy disposed immediately after scanned. Electronic copy retained while supplier record live (while current)	Delete\Shred	Procurement Manager
PECOS	Report on Suppliers adopted (Excel spreadsheet download from PECOS)	N/A	Retained for 2 months and until internal data verification processes have been completed	Delete	Procurement Manager
PECOS	List of suppliers	N/A	While current	Delete	Procurement Manager
PECOS	Quotations (successful suppliers)	N/A	Termination of contract + 5 years OR as stipulated by contract\funder if longer retention period	Delete	Procurement Manager
PECOS	Quotations (unsuccessful suppliers)	N/A	Award of supply contract + 1 year OR as stipulated by contract\funder if longer retention period	Delete	Procurement Manager

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PECOS	email confirmation of adoption to Companies	N/A	Award of supply + 1 year OR as stipulated by contract/funder if longer retention period	Delete	Procurement Manager
PECOS	Test orders and confirmation	N/A	While required for reference	Shred	Procurement Manager
PECOS	PECOS Mailboxes (help\supplier adoption)	N/A	Supplier Adopted current year + 2 years	Delete	Procurement Manager
PECOS	General routine email correspondence with suppliers and GCU staff	N/A	Supplier Adopted current year + 2 years	Delete	Procurement Manager
Web Documentati on External	Tender Documents (Scottish Government)	N/A	Responsibility for retention and disposal of GCU Tender documentation on PCS website lies with Scottish Government	Responsibility for retention and disposal of GCU Tender documentation on PCS website lies with Scottish Government	Procurement Manager
Web Documentati on External	Tender Adverts ((Scottish Government))	N/A	Responsibility for retention and disposal of GCU Tender documentation on PCS website lies with Scottish Government	Responsibility for retention and disposal of GCU Tender documentation on PCS website lies with Scottish Government	Procurement Manager

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Web Documentati on External	Post box tender responses (Scottish Government)	NVA	Responsibility for retention and disposal of GCU Tender documentation on PCS website lies with Scottish Government	Responsibility for retention and disposal of GCU Tender documentation on PCS website lies with Scottish Government	Procurement Manager
Web Documentati on External	Tender Adverts Tenders Electronic Daily (TED)	NVA	Responsibility for retention and disposal of GCU Tender documentation on TED website lies with TED	Responsibility for retention and disposal of GCU Tender documentation on TED website lies with TED	Procurement Manager
Web Documentati on External	Tender Awards - Tenders Electronic Daily (TED)	NVA	Responsibility for retention and disposal of GCU Tender documentation on TED website lies with TED	Responsibility for retention and disposal of GCU Tender documentation on TED website lies with TED	Procurement Manager
Web Documentati on External	GCU Documentation on Spikes Cavell - Observatory server procurement hub (Spend/Contract/Compliance and BPI data)	NVA	Responsibility for retention and disposal of GCU procurement documentation on Spikes Cavell website lies with Spikes Cavell	Responsibility for retention and disposal of GCU procurement documentation on Spikes Cavell website lies with Spikes Cavell	Procurement Manager
WEB Documentati on Internal	Guidance and reference documentation	NVA	While current	Delete	Procurement Manager

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WEB Documentati on Internal	Procedures	N/A	Superseded + 3 years	Delete	Procurement Manager
Database	Oracle - Spend Data	N/A	Termination of supply contract + 5 years OR as stipulated by contract\funder if longer retention period (NOTE: If relevant to public services regulations then + 10 years)	Delete	Procurement Manager
Database	Contract Register database - Contract Data	N/A	Termination of supply contract + 5 years OR as stipulated by contract\funder if longer retention period (NOTE: If relevant to public services regulations then + 10 years)	Delete	Procurement Manager