

## FINANCE DIRECTORATE RECORDS RETENTION SCHEDULE

	<b>Description of Record</b>	<b>Retention Trigger and Retention Period</b>	<b>Disposal Action</b>	<b>LEGISLATION</b>	<b>Rationale for Retention Period and Disposal Action</b>	<b>Finance role to advise on records retention</b>
21.1	Records documenting the development and establishment of the institution's procurement strategy: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Procurement
22.2	Records documenting the development and establishment of the institution's procurement strategy: working papers	Issue of strategy + 1 year	Destroy	N/A	JISC Recommendation	Head of Procurement
22.1	Records documenting the development and establishment of the institution's procurement policies: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Procurement
22.2	Records documenting the development and establishment of the institution's procurement policies: working papers	Issue of policy + 1 year	Destroy	N/A	JISC Recommendation	Head of Procurement
23.1	Master copies of procedures relating to the management of procurement	Superseded + 3 years	Review	N/A	JISC Recommendation	Head of Procurement
23.2	Records documenting the development of the institution's procedures relating to the management of procurement	Issue of procedures + 10 years	Review	N/A	JISC Recommendation	Head of Procurement
24.1	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers	Termination of contract plus 12 years	Destroy	Procurement Act 2023 S 98	JISC Recommendation	Head of Procurement
24.2	Records documenting Invitations to Tender and tender evaluation criteria	Termination of contract plus 12 years	Destroy	Limitation Act 1980 Procurement Act 2023 S 98	Limitation Act 1980 c. 58 s 5	Head of Procurement
24.3	Records documenting the issue of Invitations to Tender and handling of incoming tenders	Termination of contract plus 12 years	Destroy	Procurement Act 2023 S 98	JISC Recommendation	Head of Procurement
24.4	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders	Termination of contract plus 12 years	Destroy	Procurement Act 2023 S 98	JISC Recommendation	Head of Procurement
24.5	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders	Termination of contract plus 12 years	Destroy	Limitation Act 1980 Procurement Act 2023 S 98	Limitation Act 1980 c. 58 s 5	Head of Procurement
24.6	Contract award notices sent to the official Government advertising system	Termination of contract plus 12 years	Destroy	Limitation Act 1980 Procurement Act 2023 S 98	Limitation Act 1980 c. 58 s 5	Head of Procurement
25.1	Records documenting purchasing authorisation limits	Superseded + 10 years	Destroy	N/A	JISC Recommendation	Head of Procurement and Assistant Director of Finance (Financial Services)
25.2	Records documenting internal authorisation for procurement	Current financial year + 14 years	Destroy	N/A	JISC Recommendation	Head of Procurement
25.3	Purchase Orders and quotation documentation	Current financial year + 14 years	Destroy	Limitation Act 1980 VAT Notice 700	Limitation Act 1980 c. 58 s 5 VAT Notice 700 - HMRC 700/21 para. 5.2	Head of Procurement
25.4	Goods Received Notes/Goods Inwards Notes	Current financial year + 14 years	Destroy	Limitation Act 1980 VAT Notice 700/21	Limitation Act 1980 c. 58 s 5 Vat Notice 700/21: keeping VAT records - HMRC 700/21 para. 5.2	Head of Procurement
25.5	Purchase Card Supporting Documentation	Current financial year + 14 years	Destroy	Limitation Act 1980 VAT Notice 700/21	Limitation Act 1980 c. 58 s 5 Vat Notice 700/21: keeping VAT records - HMRC 700/21 para. 5.2	Head of Procurement
26.1	Records documenting variations to contracts (e.g. revisions, extensions)	Termination of contract + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Procurement
26.2	Records documenting the monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Procurement