

## Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
<b>F35.01</b>	<b>Supplier Approval</b>			
F35.01.01	Supplier evaluation criteria	Superseded + 5 years	Institutional Business Requirement	
F35.01.02	Records demonstrating the review of competence of potential contractors	End of review + 3 years	Institutional Business Requirement	
F35.01.03	Invitations to prospective suppliers to apply for approval	Expiry of invitation OR Rejection of application + 18 months OR Completion of approval	Institutional Business Requirement	
F35.01.04	The evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers	Termination of approval	Institutional Business Requirement	
F35.01.05	The evaluation of applications for approval from prospective suppliers, and notification of the outcome: rejected suppliers	Rejection + 1 year	Limitation Act 1980 s5	
F35.01.06	Supplier database	While current	Institutional Business Requirement	
<b>F35.02</b>	<b>Supply Contract Tendering</b>			
F35.02.01	The process of inviting and evaluating pre-qualification submissions from prospective suppliers	Award of supply contract + 1 year	Institutional Business Requirement	
F35.02.02	Invitations to tender and tender evaluation criteria	Termination of supply contract awarded + 6 years	Limitation Act 1980 s5	
F35.02.03	The issue of invitations to tender and the handling of incoming tenders	Award of supply contract + 1 year	Limitation Act 1980 c58 s 5; SI 2015/102; SSI 2015/446	The Public Contracts Regulations (SI 2015/102) does not prescribe a retention period for these records. SSI 2001/1 does not prescribe a retention period for these records.
F35.02.04	The evaluation of tenders, the conduct of negotiations with those tendering and the notification of the results of the tender evaluation process: rejected tenders	Award of supply contract + 1 year	SI1991/2680SI1993/3228SI1995/201	

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<b>F35.02</b>	<b>Supply Contract Tendering continued...</b>			
F35.02.05	The evaluation of tenders, the conduct of negotiations with those tendering and the notification of the results of the tender evaluation process: accepted tenders	Termination of supply contract awarded + 6 years	Limitation Act 1980 c58 s 5; SI 2015/102; SSI 2015/446	The Public Contracts Regulations (SI 2015/102) does not prescribe a retention period for these records. The Public Contracts (Scotland) Regulations (SI 2015/446) states that 'documentation must be kept for a period of at least 3 years from the date of award of the contract'. These are summary records of each contract and retention of these for a longer period than the complete contract 'file provides evidence of effective and compliant procurement practice over time.
F35.02.06	Contract award notices sent to the official journal, as required by regulation 31 of the public contracts regulations 2015 (si 2015/102) or by regulation 31 of the public contracts (Scotland) regulations 2015 (ssi 2015/446)	Termination of contract + 6 years	Limitation Act 1980 c58	
F35.02.07	Statistical and other reports on contracts awarded prepared for the office of government commerce, as required by regulation 40 of the public contracts regulations 2015 (si 2015/102) or for the Scottish ministers, as required by the public contracts (Scotland) regulations 2015 (ssi 2015/446)	Current year + 3 years	Limitation Act 1980 c58	
F35.02.08	Contracts awarded containing the information specified in regulation 23(14) of the public contracts regulations 2015 or by regulation 32(14) of the public contracts (Scotland) regulations 2015	Termination of contract + 10 years	Limitation Act 1980	
<b>F35.02.05</b>	<b>Supply Contract Management</b>			
F35.03.01	Variations to contracts (e.g. revisions, extensions)	Termination of contract + 6 years	Institutional business requirements	
F35.03.02	The monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 6 years	Limitation Act 1980	