

Data Protection and Freedom of Information Office

Procurement Records Retention Schedule version v3.0 May 2024

Activity / Records Series	Description / Example Record Types	Any personal data / GDPR considerations?	Trigger	Retention Period	Location/s	Disposal Action	Authority	Citation / Notes
PROCUREMENT								
Tendering								
Evaluations	Evaluation of bids for preferred suppliers and notification of the tender outcome.	Yes	End of current year	Current +6 years after award of contract	J:Drive -Tenders	Destroy confidentially	Business Need / Legislative Requirement	Public Contracts (Scotland)Regulations 2015; Procurement (Scotland) Regulations 2016
Invitation to Tender	Invitation to Tender and receipt of incoming tenders	Yes	End of current year	Current +6 years after award of contract	J:Drive -Tenders	Destroy confidentially	Business Need / Legislative Requirement	Public Contracts (Scotland)Regulations 2015; Procurement (Scotland) Regulations 2016
Tender Criteria	Tender evaluation criteria	No	End of current year	Current +6 years after award of contract	J:Drive -Tenders	Destroy confidentially	Business Need / Legislative Requirement	Public Contracts (Scotland)Regulations 2015; Procurement (Scotland) Regulations 2016
SPD Qualification Submissions	Inviting and evaluating SPD-qualification submissions from prospective suppliers	Yes	End of current year	Current +1 year after award of contract	J:Drive -Tenders/Tender Viewer Sharepoint	Destroy confidentially	Business Need / Legislative Requirement	Public Contracts (Scotland)Regulations 2015; Procurement (Scotland) Regulations 2016.
Project or Tender File	Tender Reference (PURCHXXXX). A unique sequential number is issued per tender. Includes contract advert, tender specification, evaluation, tender outcome letters, contract award report etc.	Yes	N/A	Permanent	J:Drive -Tenders	Retain	Business Need / Legislative Requirement	Public Contracts (Scotland)Regulations 2015; Procurement (Scotland) Regulations 2016.
Successful Tenders	Evaluation of bids for successful suppliers and notification of the tender outcome.	Yes	End of current year	Current +6 years after award of contract	J:Drive -Tenders & Tender Viewer Sharepoint	Destroy confidentially	Business Need / Legislative Requirement	Public Contracts (Scotland)Regulations 2015; Procurement (Scotland) Regulations 2016; Procurement Reform (Scotland) Act 2014.
Unsuccessful Tenders	Evaluation of bids for unsuccessful suppliers and notification of the tender outcome.	Yes	End of current year	Current +6 years	J:Drive -Tenders & Tender Viewer Sharepoint	Destroy confidentially	Business Need / Legislative Requirement	Public Contracts (Scotland)Regulations 2015; Procurement (Scotland) Regulations 2016; Procurement Reform (Scotland) Act 2014.
Code of Conduct Guidance	Code of Conduct Guidance when conducting procurement activities (includes conflict of interest/bribery act/gifts & hospitality)	No	End of current year	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	
Procurement less than £25k Guidance	Guidance for procuring non frameworks goods and services with a total value less than £25K.	No	End of current year	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	
Contracting								
Contracts (old process on paper)	All Contracts under the old process in paper copy format prior to April 2020	Yes	Final Contract Expiry date	Termination + 6 years	University Records Centre	Destroy confidentially	Business Need	
Contract Extensions	Extension letters	Yes	Final Contract Expiry date	Termination + 6 years	J:Drive -Tenders	Destroy confidentially	Business Need	
All Contracts / Framework / Agreements (Over OJEU Threshold)	Contract (signed copy) for amounts over current OJEU threshold.	Yes	Final Contract Expiry date	Termination + 6 years	J:Drive -Tenders	Destroy confidentially	Business Need	
All Contracts / Frameworks / Agreements (Under OJEU Threshold)	Contract signed copy) for amounts under current OJEU threshold	Yes	Final Contract Expiry date	Termination + 6 years	J:Drive -Tenders	Destroy confidentially	Business Need	
Contract KPI Reviews	KPI - Key Performance Indicators, Contract review meeting papers	No	Termination of contract	Termination + 6 years	J:Drive - Purchasing & Tenders	Destroy confidentially	Business Need	These are held if required to monitor of supplier performance and action taken regarding under-performance
Purchasing and Corporate Cards								
Purchasing and Corporate Card (Old Process RBS)	All purchasing card applications under the old process with RBS prior to April 2023.	Yes	N/A	Permanent	J:Drive - Purchasing Cards	Retain	Business Need	Retained permanently to evidence historic retention and for audit purposes.
Purchasing and Corporate Card (Current Process)	Transaction Log, Bank Statements, Receipts and Quotations, Credit card internal applications. Credit limit increase request forms	Yes	N/A	Permanent	J:Drive - Purchasing/HSBC MiVision Portal	Retain	Business Need	Retained permanently to evidence historic retention
Policies and Strategy								
Procurement Policy	Procurement Policy	No	Superseded	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	
Travel Booking Policy	Travel Booking Policy	No	Superseded	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	
Contracts & Supplier Relationship Management Policy	Contracts & Supplier Relationship Policy	No	Superseded	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	
Gifts and Hospitality Policy	Gifts and Hospitality Policy	No	Superseded	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	
Purchasing Card Policy	Purchasing Card Policy	No	Superseded	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	

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PROCUREMENT								
Procurement Strategy	Procurement Strategy	No	Superseded	Current Year + 2	J:Drive - Purchasing/ Procurement Webpage	Retain	Business Need	
Performance Reviews and Team Meetings								
Procurement Skills Audit	Records relating to measuring, monitoring and analysing individual's performance	Yes	End of current year	Current Year + 2	J:Drive - Purchasing	Destroy confidentially	Business Need	
Balance Scorecard & Value Proposition	Records relating to measuring, monitoring and analysing of departmental performance	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
Procurement Training Register	Procurement Team Training records	Yes	Superseded	Permanent	Teams SharePoint	Retain	Business Need	
Procurement Team meetings	Team Agenda/ Team Mins/Action Tracker	Yes	Superseded	Permanent	Teams SharePoint	Retain	Business Need	
Chartered Institute of Procurement and Supply (CIPS) Accreditation	Chartered Institute of Procurement and Supply (CIPS) Accreditation Assessments and Awards certifications	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
Procurement Audits	KPMG/PWC/Research Audits/PCIPS	No	N/A	Permanent	J:Drive - Purchasing	Retain	Business Need	
Under £25K Audits (Internal procurement)	Audit assessments carried out by Procurement Category Managers	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
Reporting								
Procurement Policy Exception (PPE) (Old Process)	Procurement Policy Exception (PPE) paper forms	Yes	Superseded	Permanent	University Records Centre	Retain	Business Need / Legislative Requirement	Retained permanently to evidence historic retention. Public Contracts (Scotland) Regulations 2015; Procurement (Scotland) Regulations 2016; Procurement Reform (Scotland) Act 2014.
Agresso Procurement Policy Exception (PPE) (Current Process)	Procurement Policy Exception (PPE) electronic forms	Yes	Superseded	Permanent	J:Drive - Purchasing, Finance Agresso	Retain	Business Need / Legislative Requirement	Retained permanently to evidence historic retention. Public Contracts (Scotland) Regulations 2015; Procurement (Scotland) Regulations 2016; Procurement Reform (Scotland) Act 2014.
Savings Tracker	Team Efficiencies Register	No	Superseded	Permanent	J:Drive - Purchasing, Teams SharePoint	Retain	Business Need	
Finance Agresso Reports	Supplier Spend data reports/Agresso Purchasing Officers	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
Team PAAG Dashboards	Performance at a Glance (PAAG) Expenditure dashboards	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
PO Expenditure Dashboards	Expenditure dashboards for Colleges and Schools	No	Superseded	Permanent	J:Drive - Purchasing, UoG Qlikview Access Point	Retain	Business Need	
Spike Cavell Data	Scottish Government Annual Transactional Data published on the Scottish Procurement Information Hub	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
Ecovadis Sustainability	Ecovadis Sustainability reports exported via Ecovadis platform/supply chain mapping	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
Dun & Bradstreet supplier reports	Dun & Bradstreet supplier financial analytics reports/dashboards exported via Dun & Bradstreet platform	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
College Category Strategies	Tender Activity 2 year lookahead/Tailored College Category strategies	No	Superseded	Permanent	Teams SharePoint, J:Drive - Purchasing	Retain	Business Need	
Annual Procurement Report	Annual Procurement performance and achievements	No	Superseded	Permanent	J:Drive - Purchasing, Procurement Webpage	Retain	Business Need	
Procurement Risk Register	Strategic & Operational Risk Register	No	Superseded	Permanent	J:Drive - Purchasing	Retain	Business Need	
Selective Travel Dashboards	Selective Travel MI Expenditure report highlighting cost, travel destinations and mode of travel and carbon usage (Management Information) Reporting for Travel Bookings	No	Superseded	Permanent	UoG Power BI Tool	Retain	Business Need	
Suppliers								
Contract Register (internal/external)	Live Contract Register showing start & end dates, potential extensions. Showing the names of category manager's responsible	Yes	Superseded	Permanent	Teams SharePoint, Procurement Webpage, J:Drive - Purchasing	Retain	Business Need	
New Supplier Requests	Supplier request electronic form (new) / New supplier request register	Yes	Approval/Rejection	Approval/Rejection +18 months	Procurement Helpline mailbox (Outlook), Teams SharePoint	Destroy confidentially	Business Need	Agresso Purchasing Officers (APO) submit new supplier requests on behalf of stakeholders to purchase goods or services from Suppliers not on Agresso. Category Managers carrying out due diligence and either approve or reject the new supplier request.

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VERSION CONTROL	
Title	Records Retention Schedule for Procurement
Prepared By	Shazia Ghafoor
Status	Operational
Version Number	v3.0
Review Frequency	As required
Version Control No.	PR10-016-A Procurement Office
Next Review Date	As required

APPROVAL	
Approved by	Josephine Gallagher, Head of Procurement
Approval date	14-May-24
RIMS Sign off	Angharad Stockwell, DP&FOI Office