

| Service name | Records description | Legislation name | Retain permanently | Start event | Retention period (years) | Retention period (months) | Retain until |
|------------------------------------|--|---|--------------------|--------------------------------|--------------------------|---------------------------|--------------|
| Approved suppliers | All records relating to the creation of a list of approved suppliers and contractors | | FALSE | Date list expires | 6 | 0 | |
| Procurement - contracts lists | All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender | | FALSE | Year records created | 1 | 0 | |
| Procurement - contracts management | All records relating to evaluation criteria used to evaluate a contract | | FALSE | Date contract awarded | 0 | 6 | |
| Procurement - contracts management | All records relating to prequalification questionnaires | Limitation Act 1980 (Section 2) | FALSE | Creation of records | 6 | 0 | |
| Procurement - contracts management | All records relating to successful tenders | | FALSE | Award of contract | 0 | 0 | |
| Procurement - contracts management | All records relating to the creation and monitoring of service level agreements | Limitation Act 1980 (Section 2) | FALSE | Date service agreement expires | 6 | 0 | |
| Procurement - contracts management | All records relating to the management of contracts for goods and services where the contract is under seal | Limitation Act 1980 (Section 8) | FALSE | Last action on the contract | 12 | 0 | |
| Procurement - contracts management | All records relating to the management of contracts for goods and services where the contract is under signature | Limitation Act 1980 (Section 5) | FALSE | Last action on the contract | 6 | 0 | |
| Procurement - contracts management | All records relating to unsuccessful tenders | | FALSE | Date contract awarded | 0 | 6 | |
| Procurement policy | All records relating to the development and implementation of procurement policy | | FALSE | Date policy expires | 6 | 0 | |
| Corporate - purchasing | All records relating to procurement advice | Limitation Act 1980 (Section 2) | FALSE | Year records created | 6 | 0 | |
| Corporate - purchasing | All records relating to the sale of services by individual authorities | HMRC - Compliance Handbook Manual CH15400 | FALSE | Year records created | 6 | 0 | |
| Corporate - purchasing | Case files relating to the purchase of plot for highway scheme where contracts are not used | Limitation Act 1980 (Section 2) | FALSE | Close of case | 6 | 0 | |
| Corporate - purchasing | Case files relating to the purchase of property when payment has already been made | Limitation Act 1980 (Section 2) | FALSE | Close of case | 6 | 0 | |
| Corporate - purchasing | Case files relating to the purchase of property where contracts are used | Limitation Act 1980 (Section 2) | FALSE | Close of case | 6 | 0 | |