

Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirements
Contracts and Tenders					
<p>The Limitation Act stipulates that proceedings to recover money must be made within 6 years of the money being due. If proceedings are not made within this time period, then a claim becomes redundant. Therefore many contractual records need to be retained for 6 years after the end of the contract. Special contracts under seal extend the limitation period to 12 years, whilst some externally funded projects may stipulate a longer retention period for example 25 years.</p> <p>While 6 years after the end of the contract may be the retention period for the majority of contractual records, a lesser period will be suitable for many. Records relating to contracts that are £5,000 or less can be destroyed after 2 years from the end of the contract.</p> <p>A risk assessment of the destruction of contractual records should be carried out to ensure that action taken is appropriate with departmental accountability and with the cost of further storage.</p>					
Contracts and Tenders					
	Pre-contract discussions. The process of calling for expressions of interest (Public Notices).	2 years	Destroy	Date contract let or not proceeded with	Common practice
	Submissions in response to the Public Notices	2 years	Destroy	Date contract let or not proceeded with	Common practice
	The process involved in the design and specification of a contract. <ul style="list-style-type: none"> • Ordinary contracts • Contracts under seal 	6 years 12 years	Destroy	Date from which contract expires	Tender specification drafts should be destroyed as soon as the final

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	From an external source, e.g. funding condition				specification is issued
	The process involved in the issuing and return of a tender (hard copy only) <ul style="list-style-type: none"> • Correspondence files • Opening notice • Tender envelope 	1 year	Destroy	Date of start of contract	Common practice
	Evaluation of tender Evaluation criteria Award of tenders <ul style="list-style-type: none"> • Ordinary contracts • Contracts under seal • Term stipulated from an external source, e.g. funding condition 	6 years 12 years 25 years	Destroy	Date from which contract expires	Limitation Act 1980
	Successful tender documents and quotations, including post tender negotiation minutes or clarification of contract <ul style="list-style-type: none"> • Ordinary contracts • Contracts under seal • Term stipulated from an external source, e.g. funding condition 	6 years 12 years 25 years	Destroy	Date from which contract expires	Limitation Act 1980
	Unsuccessful tender documents	1 year	Destroy	Start of contract	Limitation Act 1980
	List of approved suppliers	Active document updated regularly	Destroy	When superseded	Common practice
	Contract operation and monitoring <ul style="list-style-type: none"> • Service Level Agreements • Compliance reports 	2 years	Destroy	Date contract expires	Common practice

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	<ul style="list-style-type: none"> • Performance reports • Reports from contractors • Schedules of works • Surveys and inspections • Supplier Relationship Management and Contract Management documentation 				
	<p>Management and amendment of contract</p> <ul style="list-style-type: none"> • Minutes and papers of meetings • Changes to requirements • Extension of contract • Complaints • Disputes on payment <ul style="list-style-type: none"> • Ordinary contracts • Contracts under seal • Term stipulated from an external source, e.g. funding condition 	<p>6 years 12 years 25 years</p>	<p>Destroy</p>	<p>Date from which contract expires</p>	<p>Limitation Act 1980</p>
	<p>Records relating to contracts that are valued at £5,000 or less</p>	<p>2 years</p>	<p>Destroy</p>	<p>Date from which contract expires</p>	<p>Common practice</p>
	<p>Records relating to contracts that are for periods of more than 10 years</p>	<p>Review after 5 years</p>	<p>Review</p>		<p>Review every 5 years</p>
	<p>Inspection records</p>	<p>Permanent</p>	<p>Transfer to archive</p>	<p>Transfer to archive after administrative use concluded</p>	<p>Common practice</p>

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Purchase to Pay					
	Purchase order records	6 years	Destroy	Date of the end of the financial year in which the records	Limitation Act 1980
	Requisition records	2 years	Destroy	Date of the end of the financial year in which the records	Common practice
	Invoices Copies of invoices and copies of source documents	2 years	Destroy	Date of the end of the financial year in which the records created	Limitation Act 1980
	Buy Sunderland First Archive Data Hard drive containing Buy Sunderland First System Data and backup on server	Permanent	Transfer to archive	Transfer to archive after administrative use concluded	Limitation Act 1980 / Common practice