

Surrey County Council Procurement Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
<b>PCS1.0</b>	<b>Procurement</b>	-	-	-	-	-	-
PCS1.0.1	Standard documentation used in the procurement process	-	Until the documentation superseded + 3 years	Secure Disposal	No	Not Protectively Marked	-
PCS1.0.2	Contract files under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Secure Disposal	No	Official	-
PCS1.0.3	Contract files under signature	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	Secure Disposal	No	Official	-
PCS1.0.4	Social Care open-ended contract files	-	End of contract term + 6 years	Secure Disposal	Yes	Official	-
PCS1.0.5	Private and Voluntary Sector placements database	-	Last Action + 5 years	Secure Disposal	Yes	Official	-
PCS1.0.6	"Folder of Usefulness" containing the record of specific actions relating to private and voluntary placements for looked after children	-	Retain until child reaches age of 18 and then print off the sheet and store with the contract	See PC2.13	Yes	Official	-
PCS1.0.7	Record of fee increases requested from the providers of private and voluntary placements for looked after children	-	Last Action + 5 years	Secure Disposal	Yes	Official	-
PCS1.0.8	Contract documentation relating to the placement of looked after children in the voluntary and community sector held electronically	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Secure Disposal	Yes	Official	-
PCS1.0.9	Contract documentation relating to the placement of children in the private and voluntary sector whilst the placement is active	-	Retain in service	See PC2.13 below	Yes	Official	-

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PCS1.0.10	Contract documentation relating to the placement of children in the private and voluntary sector once the placement is completed held in paper format	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Secure Disposal	Yes	Official	-
PCS1.0.11	Unsuccessful tender documents	-	Date contract awarded + 6 months	Secure Disposal	Yes	Official	-
PCS1.0.12	Tender summary or appraisal relating to building projects	-	Last action on contract + period allowed for any latent defect to develop	Secure Disposal	No	Official	-
PCS1.0.13	Unsuccessful tender documents – European	-	Date contract awarded + 4 years	Secure Disposal	Yes	Official	-
PCS1.0.14	Tender documents – Unsuccessful	Remedies Directive 2009	Date contract awarded + 2 years	Secure Disposal	Yes	Official	-
PCS1.0.15	Pre-Qualification Questionnaires		Last Action + 7 years		No	Official	-
PCS1.0.16	Register of External Contracts		Permanent		No	Not Protectively Marked	-
PCS1.0.17	Purchase orders and other records relating to the purchase of equipment	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	No	Not Protectively Marked	-
PCS1.0.18	Records created by Contract Management Meetings for contracts issued under signature	Limitation Act 1980	Life of the contract + 6 years	Secure Disposal	Yes	Official	-
PCS1.0.19	Records created by Contract Management Meetings for contracts issued under seal	Limitation Act 1980	Life of the contract + 12 years	Secure Disposal	Yes	Official	-