

RETENTION OF RECORDS

Type	Description	Disposal (Maximum
Tender Quote/ Development	End user requirement /request	6 years
	Approved supplier list	Updated regularly. Lists kept for 3 years following end of periods
	Statements of interest	1 year from date of last paper
	Pre Qualification Questionnaire	1 year after date of last paper
	Agreed Specification	6 years from end of contract
	Evaluation criteria	6 years from end of contract
Tendering	Unsuccessful tender documents	1 year after date of last paper
	Successful tender documentation	6 years from end of contract
	Signed Contract	6 years from end of contract
Contract Monitoring	Reports from contractor	2 years from end of contract
	Schedule of works	2 years from end of contract
	Bills of quantity (building works)	16 years
	Surveys and inspections; a) equipment & supplies b) buildings	a) 2 years from last paper b) Second Review
	Records of complaints	6 years from end of contract
	Disputes over payment	6 years from end of contract
	Final accounts	6 years from end of contract
	Minutes & papers of meetings	6 years from end of contract
Amendments to contracts	Changes to requirements	6 years from end of contract
	Forms of variation	6 years from end of contract
	Extensions to contract	6 years from end of contract