

Ref No	Lead Department	Lead Service	Function Description	Examples of Records	Retention Periods (Authority) <i>Officer decision</i>	Retention Periods (Authority) <i>Legislation</i>	Legislation/Guidance	Indicative Protective Marking	Disposal method
Section 1 - Major Housing Projects									
PPD1.1	PPD	Major Housing Projects	Housing						
PPD1.1.1	PPD	Major Housing Projects	Housing sales	Records relating to housing build and sales	6 years (from Site sign off)		Limitation Act 1980	Official - Sensitive	Secure
PPD1.1.2	PPD	Major Housing Projects	Defects and remedies	Records relating to defects and remedies	5 years (from Site sign off)		Limitation Act 1980	Official - Sensitive	Secure
PPD1.1.3	PPD	Major Housing Projects	Leasehold properties and maintenance	Records relating to lease hold flats and maintenance arrangements	Ongoing		Limitation Act 1980	Official - Sensitive	Secure
PPD1.1.4	PPD	Major Housing Projects	Housing ancillary projects	Records relating to Heritage Lottery Fund, nature and other project work	Within 2 years of project end date		Limitation Act 1980	Official - Sensitive	Secure
Section 2 - Procurement									
PPD2.1	PPD	Procurement	Pre-contract advice						
PPD2.1.1	PPD	Procurement	The process of calling for and evaluating expressions of interest.	Pre Qualification Questionnaire (PQQ) PQQ evaluation spreadsheet	Destroy 6 months after contract let or not proceeded with.		RGLA 4.5	Official	Secure
PPD2.2	PPD	Procurement	Specification and contract development						
PPD2.2.1	PPD	Procurement	Tender Specification	Invitation to quote or tender including specification. Note: For project files containing drafts leading to a final version these records can be destroyed.	1 year after contract has been completed			Official	Secure
PPD2.3	PPD	Procurement	Tender issuing and return						
PPD2.3.1	PPD	Procurement	Return of Tender process and tender opening	Opening Record Book	Indefinite		Limitation Act (1980) Section 4A (5)	Official	Archive
	PPD	Procurement		Tender Envelope	Forms part of main contract		RGLA 4.7	Official	Secure
PPD2.4	PPD	Procurement	Evaluation of tender						
PPD2.4.1	PPD	Procurement	Summary tender evaluation criteria	Evaluation spreadsheet	Destroy at end of contract or after 6 months Contracts Under Seal – paper copy Destroy 12 years after the terms of contract have expired Electronic Copies of both types. Retain for 12 years (Statutory)		Limitation Act (1980) Section 4A (5)	Official	Secure
PPD2.4.2	PPD	Procurement	Successful Tender Document	Tender Documents	Ordinary Contracts – Paper copy		Limitation Act (1980) Section 4A (5)	Official	Secure
	PPD	Procurement		Quotations	Destroy 1 year after the terms of contract or any warranties have expired Contracts Under Seal – paper copy Destroy 12 years after the terms of contract have expired Electronic Copies of both types. Retain for 12 years (statutory)		Limitation Act (1980) Section 4A (5)	Official	Secure
PPD2.4.3	PPD	Procurement	Unsuccessful Tender Document	Tender documents Quotations	Destroy at end of contract or 3 years after start of contract. Whichever is soonest,		RGLA 4.10	Official	Secure
PPD2.5	PPD	Procurement	Post tender negotiation						
PPD2.5.1	PPD	Procurement	The process in negotiation of a contract after a preferred tender is selected	Clarification of contract	To be kept as part of the contract		Limitation Act (1980) Section 4A (5)	Official	Secure
	PPD	Procurement		Post tender negotiation minutes			Limitation Act (1980) Section 4A (5)	Official	Secure
PPD2.6	PPD	Procurement	Awarding of contract						
PPD2.6.1	PPD	Procurement	The process awarding of contract	Under £100k. Purchase Order	Current + 6 years in accordance with Financial Regulations Contracts Under Seal – paper copy Destroy 12 years after the terms of contract have expired		Limitation Act (1980) Section 4A (5)	Official	Secure
	PPD	Procurement		Over £100k. Signed contract	Electronic Copies of both types. Retain for 12 years (Statutory)		Limitation Act 1980 Section 8	Official	Secure
PPD2.7	PPD	Procurement	Contract management						
PPD2.7.1	PPD	Procurement	Contract management operation and monitoring	Service Level Agreements Contract and Statistical Monitoring Reports Complaints Disputes on payment	6 months after the terms of contract have expired		Limitation Act (1980) Section 4A (5)	Official	Secure
PPD2.7.2	PPD	Procurement	Amendment of contract	Minutes and papers of meetings Changes to requirements Variation forms Extension of contract	To be passed to Legal services to be stored with the contract.		Limitation Act 1980 Section 8	Official	Secure