

Surrey County Council Procurement Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/ Access
PCS1.0	Procurement Standard	-	-	-	-	-	-
PCS1.0.1	documentation used in the procurement process	-	Until the documentation superseded + 3 years	Secure Disposal	No	Not Protectively Marked	-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				Secure Disposal	Yes	Official	-
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							w i t h t h e c o n t r a c t
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						

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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 20.5 (ic)-5 (i)	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							