National Retention Policy for Local Authority Records 2018 - Procurement- approved for use by LGMA on 20th M unctional Heading: Procurement				
	Betention Becommendation	Comments		
LA specific procurement policy and procedures	Retain until new version is updated (i.e. retain current and 1 previous version) then destroy			
LA specific Corporate Procurement Plan	Retain until new version is updated (i.e. retain current and 1 previous version) then destroy			
National & EU Regulations inc The Public Spending Code published by the CEE unit of DoPER	Retain until new version is updated (i.e. retain current and 1 previous version) then destroy			
Procurement Officers Forum – correspondence with other Procurement Officers plus National Procurement Centre in LGMA	Retain for 2 years the destroy			
Maintaining a register of all contracts including amounts, staff responsible, dates of award and end of contract	Until completion of contract + further 7 years the offer to archivist for periodic sampling.	Exception being Sealed Contra indemnity insurance which carr		
Publication of contracts awarded and of tender competitions above €25,000 threshold	Maintain publication on LA website until completion of contract + 7 years then destroy.	Circular 10/14 - Initiative to ass		
Returns, Reporting on spend	Retain quarterly returns to LGMA for year in question plus further year then destroy			
Legal & professional advice received in relation to a tender competition	Retain along with specific tender competition paperwork and until contract has been delivered in full + a further 7 years Then offer to the archivist. Where no archivist the retain indefinitely. Exceptions being (i) where a legal case has been initiated. In these instances records should be retained until the legal process has been exhausted; and (ii) Sealed Contracts – a sealed contract includes professional indemnity insurance which carries a 12 year statute of limitations			
	LA specific Corporate Procurement Plan National & EU Regulations inc The Public Spending Code published by the CEE unit of DoPER Procurement Officers Forum – correspondence with other Procurement Officers plus National Procurement Centre in LGMA Maintaining a register of all contracts including amounts, staff responsible, dates of award and end of contract Publication of contracts awarded and of tender competitions above €25,000 threshold Returns, Reporting on spend Legal & professional advice received in relation to a	Activities         Retention Recommendation           LA specific procurement policy and procedures         Retain until new version is updated (i.e. retain current and 1 previous version) then destroy           LA specific Corporate Procurement Plan         Retain until new version is updated (i.e. retain current and 1 previous version) then destroy           National & EU Regulations in: The Public Spending Code published by the CEE unit of DoPER         Retain until new version is updated (i.e. retain current and 1 previous version) then destroy           Procurement Officers Forum – correspondence with of contract is updated for a contract is plus National Procurement Officers plus National Procurement Officers forum – correspondence with of contract is updated and of tender competitions above €25,000 threshold         Retain for 2 years the destroy           Maintaining a register of all contracts including amounts, staff responsible, dates of award and end of contract         Until completion of contract + further 7 years the offer to archivist for periodic sampling.           Publication of contracts awarded and of tender competitions above €25,000 threshold         Retain quarterly returns to LGMA for year in question plus further year then destroy.           Retain guarterly returns to LGMA for year in question plus further year then destroy.         Retain durity returns to a convicient the retain indefinitely.           Legal & professional advice received in relation to a tender competition         Retain along with specific tender competition paperwork and until contract has been delivered in full + a turther 7 years Then offer to the archivist. Where no archivist the retain indefinitely.		

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published by the CEE unit of DoPER. should be retained to comply with EU fund 40 of REGULATION (EU) No 1303/2013 OF THE AND OF THE COUNCIL.

equirement to retain all relevant documentation relating n period of 3 years after the closure of the Operational e funding was provided and letter issued by EU Court

EU structural funds please note that as per Article 4 the retention period for EU audit purposes is 30

within that period. If audit a letter issued by the EU end of the audit process.

tracts – a sealed contract includes professional arries a 12 year statute of limitations.

ssist SMEs - publishing of contract award notices

Functional Heading: Procurement				
Sub-Functions	Activities	Retention Recommendation	Comments	
	Contract templates to be used by business units for contracts for Supplies & Services or Works and related services	Retain until new version is updated (i.e. retain current and 1 previous version) then destroy		
Local Procurement	Procurement for Supplies & Services or Works (& related services) below the threshold of €5,000	(a) Successful tenders retain evidence of quotation(s) supplied until contract covering supplies & services or works has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist the retain indefinitely (b) Unsuccessful tenders (where applicable) – retain for two years then destroy.	The Public Spending Code pub EU (Award of Public Authority O OGP national Procurement Gui Issues/disputes to be raised re Directive, 2007/66EC Article 2F Exceptions are as follows (i) records relating to contracts specific records are to be retain exhausted; and (ii) where procurement relates to comply with EU fund required 1303/2013 OF THE EUROPEA There is an absolute legal required to EU funding for a minimum pe Programme under which the fu of Auditors to that effect. In rela note that as per Article 15(2) of audit purposes is 30 years. EU retains the right to audit with Court of auditors signifies the e	
	Procurement for Supplies & Services with a value between €5,000 and €25,000	a) Successful tenders retain evidence of quotations and/or tender documentation supplied; tender competition documents; contract awards, Budget Holder approval, etc until contract covering Supplies & Services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely (b) Unsuccessful tenders (of which there should be two) – retain for two years then destroy.	The Public Spending Code pub EU (Award of Public Authority C OGP national Procurement Gui Exception being (i) Sealed Contracts – a sealed which carries a 12 year statute (ii) records relating to contracts specific records are to be retain exhausted; and (iii) where procurement relates to comply with EU fund required 1303/2013 OF THE EUROPEA There is an absolute legal required to EU funding for a minimum per Programme under which the fu of Auditors to that effect. In relation to funding under EU 15(2) of EU Reg No 480/2014th years. EU retains the right to audit with Court of auditors signifies the e	

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ts where legal proceedings has been initiated. These ained until the legal proceedings have been

es to EU funded schemes/projects should be retained rements (i.e.) Article 140 of REGULATION (EU) No EAN PARLIAMENT AND OF THE COUNCIL.

quirement to retain all relevant documentation relating period of 3 years after the closure of the Operational funding was provided and letter issued by EU Court elation to funding under EU structural funds please of EU Reg No 480/2014 the retention period for EU

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ed contract includes professional indemnity insurance te of limitations; ts where legal proceedings has been initiated. These

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U structural funds please note that as per Article 4the retention period for EU audit purposes is 30

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Eurotional Headin					
Functional Headin	ng: Procurement	Retention Recommendation	Comments		
	Procurement for Works (& related services) with a value between €5,000 and €50,000	<ul> <li>a) Successful tenders retain evidence of tender documentation supplied; tender competition documents; contract awards, Chief Exec orders, etc until contract covering works &amp; related services has been delivered in full + a further 7 years.</li> <li>Then offer to the archivist. Where no archivist then retain indefinitely</li> <li>(b) Unsuccessful tenders (of which there should be two) – retain for two years then destroy.</li> </ul>	EU (Award of Public Authority (		
	Tender management – receipting and opening of tenders received. Maybe carried out by Corporate services	Retain until contract covering goods & related services or Supplies & Services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely	Exception being Sealed Contra indemnity insurance which carr		
	Tender Evaluation Assessment. All documents related to evaluation team assembled to evaluate tender submissions received and complete marking + recommendation	Retain until contract covering goods & related services or Supplies & Services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely	Exception being Sealed Contra indemnity insurance which carr		
e-tenders	Procurement for Supplies & Services with a value between the thresholds published every 2 years by the OGP and contained in the OJEU currently at €25,000 and €221,000	<ul> <li>a) Successful tender submissions including any pre-qualifying questionnaires - retain tender documentation supplied; tender competition documents; contract awards, Chief Exec orders, etc until contract covering supplies &amp; services has been delivered in full + a further 7 years.</li> <li>Then offer to the archivist. Where no archivist then retain indefinitely (b) Unsuccessful tender submissions- retain for two years then destroy.</li> </ul>	EU (Award of Public Authority C Relates to tender documentatio E-tenders cannot be used as do procurement officers. Exception being EU funded sch fund requirements (i.e.) Article EUROPEAN PARLIAMENT AN There is an absolute legal requi to EU funding for a minimum pe Programme under which the fur of Auditors to that effect. In rela note that as per Article 15(2) of audit purposes is 30 years. EU retains the right to audit with Court of auditors signifies the en		

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Contracts) Regulations, 2016

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unctional Headi	ng: Procurement	Procurement			
b-Functions	Activities	Retention Recommendation	Comments		
	Procurement for Works & related services with a value between the thresholds published by the OGP (currently €50,000 and €5,548,000)	<ul> <li>a) Successful tender submissions including any pre-qualifying questionnaires - retain tender documentation supplied; tender competition documents; contract awards, Chief Exec orders, etc until contract covering works &amp; related services has been delivered in full + a further 7 years.</li> <li>Then offer to the archivist. Where no archivist then retain indefinitely</li> <li>(b) Unsuccessful tender submissions- retain for two years then destroy.</li> </ul>	The Public Spending Code pub Thresholds are revised every tw checked on the EU public proce Exception being EU funded sch fund requirements (i.e.) Article EUROPEAN PARLIAMENT AN There is an absolute legal requ to EU funding for a minimum pe Programme under which the fun of Auditors to that effect. In rela note that as per Article 15(2) of audit purposes is 30 years. EU retains the right to audit with Court of auditors signifies the e		
	Tender management – receipting and opening of tenders received. Maybe carried out by Corporate services	Retain until contract covering works & related services or Supplies & Services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely	Exception being (i) Sealed Contracts – a sealed which carries a 12 year statute (ii) EU funded projects/schemes requirements (i.e.) Article 140 o EUROPEAN PARLIAMENT AN There is an absolute legal requi to EU funding for a minimum pe Programme under which the fur of Auditors to that effect. In rela note that as per Article 15(2) of audit purposes is 30 years. EU retains the right to audit with Court of auditors signifies the en-		
	Tender Evaluation Assessment. All documents related to evaluation team assembled to evaluate tender submissions received and complete marking + recommendation	Retain until contract covering works & related services or Supplies & Services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely	Exception being (i) Sealed Contracts – a sealed which carries a 12 year statute (ii) EU funded projects/schemes requirements (i.e.) Article 140 o EUROPEAN PARLIAMENT AN There is an absolute legal requi to EU funding for a minimum per Programme under which the fun of Auditors to that effect. In rela note that as per Article 15(2) of audit purposes is 30 years. EU retains the right to audit with Court of auditors signifies the e		

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National Retention Policy	/ for Local Authority	y Records 2018 - Procuremen	t- approved for use b	v LGMA on 20th Marc
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Sub-Functions	Activities	Retention Recommendation	Comments
EU Journal (OJEU)	Procurement for Supplies & Services with a value in excess of the current EU Threshold of €221,000	a) Successful tender submissions including any pre-qualifying questionnaires - retain tender documentation supplied; tender competition documents; contract awards, Chief Exec orders, etc until contract covering supplies & services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely (b) Unsuccessful tender submissions- retain for two years then destroy.	Thresholds are revised every two checked on the EU public procur Exception being EU funded sche fund requirements (i.e.) Article 14 EUROPEAN PARLIAMENT AND There is an absolute legal require to EU funding for a minimum peri Programme under which the fund of Auditors to that effect. In relative note that as per Article 15(2) of E audit purposes is 30 years. EU retains the right to audit within Court of auditors signifies the end
	Procurement for Works & Related Services with a value in excess of the current EU Threshold of €5,548,000	<ul> <li>a) Successful tender submissions including any pre-qualifying questionnaires - retain tender documentation supplied; tender competition documents; contract awards, Chief Exec orders, etc until contract covering works &amp; related services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely</li> <li>(b) Unsuccessful tender submissions- retain for two years then destroy.</li> </ul>	Thresholds are revised every two checked on the EU public procure Exception being EU funded scher fund requirements (i.e.) Article 14 EUROPEAN PARLIAMENT AND There is an absolute legal require to EU funding for a minimum peri Programme under which the func of Auditors to that effect. In relation note that as per Article 15(2) of E audit purposes is 30 years. EU retains the right to audit within Court of auditors signifies the end
	Contract Award Notices	Retain until contract covering works & related services or supplies & services has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely	Exception being Sealed Contract indemnity insurance which carrie Exception being EU funded sche fund requirements (i.e.) Article 14 EUROPEAN PARLIAMENT AND requirement to retain all relevant minimum period of 3 years after t which the funding was provided a effect.

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wo years. Full and up to date thresholds can be curement website http://www.simap.ted.europa.eu/.

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uirement to retain all relevant documentation relating period of 3 years after the closure of the Operational unding was provided and letter issued by EU Court ation to funding under EU structural funds please of EU Reg No 480/2014 the retention period for EU

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acts – a sealed contract includes professional ries a 12 year statute of limitations.

hemes which should be retained to comply with EU 140 of REGULATION (EU) No 1303/2013 OF THE ND OF THE COUNCIL. There is an absolute legal ant documentation relating to EU funding for a er the closure of the Operational Programme under d and letter issued by EU Court of Auditors to that

Functional Heading: Procurement				
Sub-Functions	Activities	Retention Recommendation	Comments	
SupplyGov/LA Quotes	Request for quotations (Supplies, Services & Tool Hire)	Retain evidence of quotation(s) obtained from SupplyGov.ie until contract covering supplies & services or works has been delivered in full + a further 7 years.		
		Then offer to the archivist. Where no archivist the retain indefinitely		
	Request for Tenders for a framework up to €2million	Retain evidence of tender mini-competition including successful tender documentation organised by SupplyGov on LAs behalf until contract covering goods supplied, services or works has been delivered in full + a further 7 years.	S.I. No. 284 of 2016 EUROPEA CONTRACTS) REGULATIONS LA creates the competition and awarded.	
		Then offer to the archivist. Where no archivist the retain indefinitely	Exception would be where under Regulations 2015, there is an o public contract and framework a create the required report.	
	Request for Tenders for a Dynamic Purchasing System (DPS)	Retain evidence of tender competition including successful tender documentation organised by SupplyGov on LAs by means of a DPS behalf until contract covering supplies & services supplied, or works has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist the retain indefinitely. Where competition didn't go ahead retain for two years then destroy.		
	Administration file including notifications requesting access to Supply Gov	Retain details of staff authorised to access Supply Gov for the length of time they carry out that function plus further 2 years then destroy.		
OGP Frameworks	Administration file inc correspondence with the OGP, etc.	Retain details of staff authorised to interact with OGP for the length of time they carry out that function plus further 2 years then destroy.		
	Files relating to specific mini-competitions organised by the OGP on behalf of the LA	Retain evidence of tender mini-competition including successful tender documentation organised by OGP on LAs behalf until contract covering goods supplied, services or works has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist the retain indefinitely Where competition didn't go ahead retain for two years then destroy.	Exception being EU funded sch fund requirements (i.e.) Article EUROPEAN PARLIAMENT AN There is an absolute legal requi to EU funding for a minimum pe Programme under which the fur of Auditors to that effect. In relat note that as per Article 15(2) of audit purposes is 30 years. EU retains the right to audit with Court of auditors signifies the en Please note that currently OGP option for contracting authorities	

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EAN UNION (AWARD OF PUBLIC AUTHORITY NS 2016 Framework – As the contracting authority the nd retains the records under which teh contract is
nder Regulation 84(1) of the Public Contracts obligation to create a report on every over-threshold k agreement. In these instances SupplyGov will
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chemes which should be retained to comply with EU e 140 of REGULATION (EU) No 1303/2013 OF THE AND OF THE COUNCIL.
quirement to retain all relevant documentation relating period of 3 years after the closure of the Operational funding was provided and letter issued by EU Court lation to funding under EU structural funds please of EU Reg No 480/2014 the retention period for EU
within that period. if audit a letter issued by the EU end of the audit process.
GP platform does not currently possess a delete ties. However this is under review.

Functional Heading:			
Sub-Functions	Activities	Retention Recommendation	Comments
Advising business units on procurement	Administration file relating to correspondence, documents exchanged with specific business units in relation to specific procurement competitions.	Retain evidence of advice provided to business unit holding the budget for the procurement exercise until contract covering goods supplied, services or works has been delivered in full + a further 7 years. Then offer to the archivist. Where no archivist then retain indefinitely	
Staff training	Administration file relating to correspondence, documents exchanged with specific business units in relation to in- house training of LA staff in specific procurement competitions.	Details of training delivered to LA staff and who attended provided to training section for recording on Core system. Records of training delivered or organised by the procurement officer to be destroyed after 7 years. Staff training records should all be forwarded to Training section within LA who maintain the primary record of individual staff training	
	Procurement Officers training – external training for procurement office staff	Training records retained by procurement officer to be destroyed after 7 years. Staff training records should all be forwarded to Training section within LA who maintain the primary record of individual staff training	
LVP	Administration of LVP cards within the LA	Retain for 7 years from the end of each calendar year. Then destroy.	
	Issuing of cards	Retain for 7 years from the end of each calendar year. Then destroy.	
	Reconciliation of purchases made and card statements	Retain proof of purchase for 7 years from the end of each calendar year (unless purchases were part of EU funded project). Then destroy. Retain card statements for 7 years from the end of each calendar year. Then destroy.	Possible exception being EU fu with EU fund requirements (i.e.) OF THE EUROPEAN PARLIAN There is an absolute legal requi to EU funding for a minimum pe Programme under which the fun of Auditors to that effect.In relat note that as per Article 15(2) of audit purposes is 30 years. EU retains the right to audit with Court of auditors signifies the e
NOAC	Legislation, Guidance notes, Circulars Training etc.	Retain for 5 Years. Then offer to Archivist. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	Section 61, Local Govt Reform
	NOAC Financial Service Reports inc supporting documentation	Retain for 5 Years. Then offer to Archivist. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	Section 61, Local Govt Reform

I funded schemes which should be retained to comply .e.) Article 140 of REGULATION (EU) No 1303/2013 AMENT AND OF THE COUNCIL.

equirement to retain all relevant documentation relating period of 3 years after the closure of the Operational funding was provided and letter issued by EU Court elation to funding under EU structural funds please of EU Reg No 480/2014 the retention period for EU

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Functional Heading:	_	rity Records 2018 - Procurement- approved for use	by LGMA on 20th Marc
Sub-Functions	Activities	Retention Recommendation	Comments
	NOAC audits	Retain for 5 Years. Then offer to Archivist. If no archivist then retain permanently. Archivist to notify senior manager in business section before taking any decision other than to permanently archive records.	Section 61, Local Govt Reform A

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m Act, 2014