

11 Procurement, Commissioning and Facilities

BCS Reference – Level 2	Record Type	Retention Period	Authorised to Dispose
Procurement	Agreements, contracts and supporting correspondence and papers	6 years after the financial year to which they relate or contract expires	Divisional Head of Procurement Area
	Approved suppliers lists	10 years	
	Delivery notes	2 years	
	Indents	2 years after financial year referred to	
	Invitations to tender	6 years after the financial year to which they relate (These transactions relate to 'one-off' purchases e.g. an item of equipment. Tenders relating to the creation of ongoing contracts are covered below)	
	Unaccepted tenders	3 years after the financial year to which they relate (These transactions relate to 'one-off' purchases e.g. an item of equipment. Tenders relating to the creation of ongoing contracts are covered below)	
	Tender Registers	6 years after the financial year to which they relate	
	Supplier Correspondence	6 years after termination of agreement	
	Purchase Orders	6 years after the financial year to which they relate	
	Advice Notices	3 years after the financial year to which they relate	
	Despatch Notices	3 years after the financial year to which they rate	
	Medical equipment specifications – major items	Permanent	

	purchased		
	Medical Equipment – operating manuals	Operational lifetime of equipment	
	Picking Tickets	3 years after the financial year to which they relate	
	Procurement documentation	7 years (One copy of each supplier response from short listed to tender and the contract itself)	
	Products – liability	11 years	
	Requisitions	2 years after financial year referred to	
	Stock control reports	2 years	
	Stock Sheets – Year end	6 years after the financial year to which they relate	
	Stock-take documents including Perpetual Inventory samples	3 years after the financial year to which they relate	
	Stores transfers	3 years after the financial year to which the relate	
	Stores – major (ledgers etc)	6 years	
	Stores – minor (requisitions, issue notes, transfer vouchers, goods received books etc)	2 years	
	Supplies records – minor (e.g. invitations to tender and inadmissible transfers, routine papers relating to catering and demands for furniture, equipment, stationery and other supplies)	2 years	
	Contracts and Agreements		Divisional Head of Procurement Area
	Initial proposal – specification / user requirements	6 years from end of contract	
	Initial proposal – Education criteria	6 years from end of contract	
	Initial proposal – Invitation to tender	6 years from end of contract	
	Initial proposal – Statements of interest	1 year from end of contract	
	Tendering – Successful tenders	6 years from end of contract	

	Tendering – Unsuccessful tenders	1 year from end of contract	
	Tendering – Interview Panel notes and proceedings	1 year from end of contract	
	Tendering – Commissioning letter / contracts	6 years from end of contract	
	Contracts Operation – reports from contractors	2 years from end of contract	
	Contracts Operation – Disputes	6 years from end of contract	
	Contracts Operation – Final Accounts	6 years from end of contract	
	Amendments to Contracts	6 years from end of contract	
Specialist and Screening Services	External Policy records for Scotland on nationally commissioned specialist and screening services	Review 5 years after closure of file for appraisal of permanent retention	Director of NSD and National Co-ordinator Screening Programmes
	National Advisory Group Meeting Papers	Permanent	
	National Advisory Group Meeting Minutes	Permanent	
	Reports send to Ministers for action: Start up papers for services, Service review, Business cases	Permanent	
Health Facilities	National Training Programme <ul style="list-style-type: none"> ▪ Presentations, database, records of staff training 	5 years	Head of Business Services
	FMS (Facilities Management System)	Permanent	
	UK Healthcare Estates and Facilities Group <ul style="list-style-type: none"> ▪ Agendas, minutes and general correspondence 	5 years	Director
	Advisory Groups Records <ul style="list-style-type: none"> ▪ Strategic Facilities Group ▪ Scottish Facilities Management Advisory Group plus Sub-Groups ▪ Scottish Property Advisory Group plus Sub-Groups ▪ Scottish Engineering and Technology Advisory Group plus Sub-Groups (Agendas, minutes, papers, general correspondence and terms of reference)	5 years	Director, Assistant Directors and Head of Services
	SGHD Joint Premises Review Group Records – Agendas, minutes, papers and general correspondence	2 years	Director

	Cleaning Monitoring Tool Records	Permanent	
	Catering Monitoring Tool Records	Permanent	
	Publications <ul style="list-style-type: none"> ▪ UK Publication Meetings – agendas, minutes, papers, general correspondence, agreements ▪ Production Final Publications 	2 years Permanent	Director / Head of Business Services
	SCART, EMART	Permanent	
	E-Library – records relating to the collaboration between HFS and NES. Communication plans, presentations, registration information	3 years	Head of Business Services
	BSRIA, BCIS – subscription information, usernames and passwords	1 year	Director / Assistant Director of Property and Capital Planning
	Asset Management System	Permanent	Director /Assistant Director of Property and Capital Planning
	Capital Planning System	Permanent	Director /Assistant Director of Property and Capital Planning
	NHSScotland Adverse Incidents involving medical, laboratory or estates equipment – IRIC defect investigations (adult/none injured)	IRIC Work Instruction (WI) states 6 years from closure of file (minimum 5 year legal requirement for adult patient records plus 1 year)	
	NHSScotland Adverse Incidents – IRIC defect investigation files (safely warning issued)	WI states 10 years from closure of file (minimum 5 year legal requirement for adult patient records plus 5 years for IRIC purposes)	
	NHSScotland Adverse Incidents – IRIC defect investigation files (child involved or fatal accident investigation)	WI states 25 years from closure of file (legal requirement to retain records until patient is 25 – FAIs)	

		retained for valuable information)	
	Oxygen Concentrator Patient Files	10 years from closure of file	
	Technical images on x-ray film	10 years from closure of file	
	Images on x-ray whose results have paper copy	Destroy after one year	
Health Facilities – Decontamination	Surgical instruments used in acute sectors and reprocessing carried out in a Central Decontamination Unit		
	Logbook for testing and maintenance decontamination equipment (e.g. sterilizer / washer disinfector / ultrasonic cleaner)	13 years - 11 years product liability + 2 years for claims	
	Batch record of decontamination processes		
	Environmental cleaning		
	Purchase records fro equipment, instruments etc.		
	Training of decontamination staff		
	Non-conformance record		
	Document change record		
	Medical devices and decontamination equipment specifications – major items purchased		
	Medical devices and decontamination equipment – operating manuals and manufacturer instructions		
	Thermolabile flexible endoscopes and reprocessing carried out in an Endoscope Decontamination Unit		
	Logbook for testing and maintenance	13 years - 11 years product liability + 2 years claims	
	Endoscope washer disinfectors		
	Batch record of decontamination processes		
	Environmental cleaning		
	Purchase records for EWD, Endoscopes, accessories and other equipments e.g. water treatment		
	Training of decontamination staff		
	Non-conformance record		

	Document change record		
	Endoscope and EWD specifications – major items purchased		
	Endoscope and EWD specifications – operating manuals and manufacturer instructions		
	Medical devices used in primary care practices (e.g. GDP, GMP, podiatry etc) and reprocessing carried out in a Local Decontamination Unit		
	Logbook for testing and maintenance decontamination equipment (e.g. sterilizer / washer disinfectant / ultrasonic cleaner)	13 years - 11 years product liability + 2 years for claims	
	Batch record of decontamination processes		
	Environmental cleaning		
	Purchase records for equipment, instruments etc		
	Training of decontamination staff		
	Non-conformance record		
	Document change record		
	Medical devices and decontamination equipment specifications – major items purchased		
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