

All decisions relating to the purchase of a supply/service must be made in writing and the corresponding records must be kept for a minimum of 6 years. After this period these documents should be destroyed by confidential shredding only.

Where the purchase is externally funded, then each funder will have clear guidelines that must be observed in relation to records management.

The EU regulations require extensive records to be kept at every stage of the tender process.

The Procurement and Contracts Office will retain all documentation relating to formal tenders (both EU and National). Where the purchase value was below this value, it is the obligation of the Budget Holder to ensure all relevant documentation is appropriately retained.

Each Budget Holder must keep the following documentation which will **not** be retained by Procurement:-

- The official signed Purchase Order(s) for all purchases regardless of value
- All documentation surrounding the delivery and payment of the supply / service

Budget Holders are advised, where possible to scan and retain electronically the above documentation as it is more efficient for retrieval purposes once the audit commences.