Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
PC1	Advice (Procurement)							
PC1.1	Procurement Advice							
PC1.2	Policies and Procedures							
PC1.2.1	Procurement Policy development and implementation		Retain from date policy expires for 6 years.	SECURE DISPOSAL	N	OFFICIAL		
PC2	Contract Process							
PC2.1.1	Contracts List List of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender		Retain from year records created for 1 year.	SECURE DISPOSAL	N	OFFICIAL	Expected to be a dyamic document, constantly updating.	
PC2.2	Contracts Management							
PC2.2.1	The management of contracts for goods and services where the contract is under seal	Limitation Act 1980 (Section 8)	Retain from expiry of contract for 12 years.	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE		LS2.1.2
PC2.2.2	The management of contracts for goods and services where the contract is under signature	Limitation Act 1980 (Section 5)	Retain from expiry of contract for 7 years.	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE		LS2.1.3
PC3	Service Delivery Consultation							CM3.1

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED