



University of Saskatchewan Retention and Disposition Schedules

Procurement of Goods and Services

Record Schedule Number: 2022-01

Office of Primary Responsibility: Procurement Services

LEGAL HOLD: If there is litigation or threatened litigation, all potentially relevant records must be preserved until the hold is released on the authority of the Vice-President (Finance and Resources).

The records in this series document the university’s procurement of goods and services from external suppliers, including construction and capital expenditures, goods for resale, etc., from all sources of funding including operating, research, trust, and restricted funds.

Records in this series may include:

- Executed contracts and agreements, including amendments
- Drafts of contracts and agreements
- Documentation of competitive bid processes
- Correspondence with suppliers
- Internal correspondence and notes

Record	Trigger	Retention	Disposition
Contracts and agreements (non-construction) above the threshold for public tender at time of contract	Contract expiry	T + 7 years	Transfer to Archives for selective retention (archival appraisal)
Contracts and agreements (non-construction) below the threshold for public tender at time of contract	Contract expiry	T + 7 years	Destroy
Construction and related contracts/agreements	Life of building/asset	T + 10 years	Transfer to Archives for selective retention (archival appraisal)
Competitive bid documents – successful, unsuccessful bids	Contract expiry	T + 7 years	Destroy

Record	Trigger	Retention	Disposition
Competitive bid documents – process cancelled	End of bid process	T + 2 years	Destroy
CFI Projects (purchase orders and contracts supporting CFI projects)	Contract expiry	T + 7 years	Destroy
Copies held by other offices	Contract expiry	T + 2 years or until no longer required	Destroy

T = trigger for disposition

Notes:

Non-construction contracts and agreements include contracts for event room bookings at the University of Saskatchewan for external users; hotel rentals for events; equipment, services, consulting, software, project management services, equipment leases, Alumni events, and licensing renewals, etc.

This schedule does not include property, maintenance and leasing agreements (see Record Schedule 1996-39) or research contracts (see Record Schedule 1996-41).

Retention rationale:

The basic retention periods are based on industry standards. Records selected for permanent retention help document the university’s use of public funds and the evolution of procurement processes; and serve as a documentary source for corporate memory relating to major procurement decisions.

Access to this series is restricted, subject to the Freedom of Information and Protection of Privacy Policy and the Data Management Policy.

Destruction of records in hard copy format must be by shredding, pulping or incineration. Digital records must be deleted in such a way that recovery is not possible.

Functions:

- Finance

Data classification: Limited

Approval Date: 14 April 2023