

**Procurement
WM Housing retention schedule**

Document	Statutory Retention Period	Recommendation Retention Period
Documents relating to successful tender		Ordinary contracts destroy 6 years after the terms of contract have expired. Contracts under deal destroy 12 years after the terms of contract have expired.
Documents relating to unsuccessful tenders		Destroy 1 year after start of contract
Formers of tender		6 Years
Contract Management Pre contract advice		Destroy 2 years after contract let of not proceeded with
Specification and contract development		Destroy 6 years after the terms of contract have expired. Contracts under seal destroy 12 years after the terms of contract have expired.
Tender issuing and return		Destroy 1 year after the start of the contract
Evaluation of tender		Ordinary contracts destroy 6 years after the terms of contract have expired. Contracts under seal destroy 12 years after the terms of contract have expired.
Post tender negotiation		Destroy 1 year after the terms of the contract have expired.