

AD2900 PROCUREMENT

Records documenting the planning, administration and management of acquisition activities of products and services at Queen's University.

Includes administering of purchase requisitions, research purchasing, the procurement card program and the corporate travel card.

Example documents: RFP files, purchase orders, contracts, invoices, custom brokerage files, correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.

OPR - Director, Strategic Procurement Services

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	University Procurement Files	ET + 1	6	D	YES
<i>Records documenting procurement activities as it pertains to the University as a whole. Includes purchase orders, cheque requisitions, original receipts, original invoices, custom brokerage files.</i> <i>ET Definition: Procurement activity completed.</i>					
32	Request for Proposal Process Files	ET + 7	0	D	YES
<i>Records consist of supplier consultation files, requests for information, copies of advertisements, request for proposals, venter proposals, proposal evaluation records, reference check questions, responses from references, meeting notes, proponent correspondence and responses, negotiation information, vendor debriefing records and award letters, records related to protests, disputes or complaints regarding the procurement process and elated correspondence.</i> <i>ET Definition: Process concluded.</i>					

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

AD2900 was approved on 16/12/2014.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
33	Contract Files	ET + 0	7	DP/D	YES
	<i>Records consist of successful tender bids, proposals, Requests for tenders etc.</i>				
	<i>ET Definition: Contact expired or terminated.</i>				
	<i>Disposition Plans: Records will be destroyed according to above retention. However, in the event of legal action, do not destroy or otherwise dispose of any documents and files relating to the the contract.</i>				
34	Procurement Card Files	FY + 1	6	D	YES
	OPR - Purchasing Services; Department or Unit Head				
	<i>Include procurement card application forms, monthly card statement, receipts/packing slips, change of information, receipts, and monthly reconciliation reports.</i>				
35	Research Purchasing Files	ET + 0	15	D	YES
	<i>Records consist of procurement documents as well as any other pertinent information of research goods/services. Used for CFI funded projects.</i>				
	<i>ET Definition: Project completed.</i>				

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