

PROCUREMENT

The function of obtaining goods and services to support an agency's business, including the services of consultants and contractors. Includes the activities of acquisition, agreements, contracting-out and tendering. Also includes the development and review of policies and procedures to support the function, planning the procurement process, assessment and management of associated risks, auditing, authorisation of delegations and reporting. Excludes acquisition of land and construction of buildings. Also excludes procurement undertaken to support the Defence combat function.

Note: This function should not be used by agencies for records covering the procurement of highly specialised or unique items of equipment or plant peculiar to agency core functions, eg military equipment for Defence, scientific research equipment for CSIRO, or nuclear materials acquired for use in the Lucas Heights Nuclear Reactor. In these cases specific coverage should be included in such agency's own records authority.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

For the acquisition of equipment, goods and services through a tender process, use PROCUREMENT – Tendering.

For records relating to the leasing of equipment, goods and services, use PROCUREMENT - Leasing.

For the acquisition of land and construction of buildings, use PROPERTY MANAGEMENT - Acquisition.

For the management of contracted services, use PROCUREMENT – Contracting-out.

For the initial evaluation of equipment, goods and services, including those available through the whole-of-government procurement framework, use PROCUREMENT – Evaluation,

For the entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT – Asset Register.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.

Class No	Description of records	Disposal action
19477 ■■■■■■■■■■	Records documenting the acquisition of equipment, goods and services where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> • formal requests for quotes; • orders; • handover reports; and • correspondence relating to acquisition. 	Destroy 7 years after action completed

Excludes the acquisition of vehicles for Commonwealth use.

[For the assessment of suitability of equipment, goods and services considered for procurement and the preparation of specifications, use PROCUREMENT – Evaluation.]

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Acquisition - Continued

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19478 ■■■■■■■■■■	Records documenting the acquisition of vehicles for Commonwealth use. Includes: <ul style="list-style-type: none"> • quotes; • justification for choice; • orders; and • handover reports <p><i>[For the assessment of suitability of equipment, goods and services considered for procurement and the preparation of specifications, use PROCUREMENT – Evaluation.]</i></p>	Destroy 7 years after disposal of vehicle
19479 ■■■■■■■■■■	Investigations into acquisition of equipment, goods and services not proceeded with.	Destroy 2 years after action completed.
19480 ■■■■■■■■■■	Records relating to warranties and guarantees for equipment, goods and services. Includes vehicle warranties and guarantees.	Destroy when warranty or guarantee expires or item is disposed of, whichever is sooner

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

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19481 ■■■■■■■■■■	Records relating to the receipt and provision of advice on the Procurement function.	Destroy 7 years after action completed

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Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For the leasing of equipment, goods and services in support of the agency's business, use PROCUREMENT – Leasing.

Class No	Description of records	Disposal action
19482 ■■■■■■■■■■	Final version of agreements made relating to the procurement of equipment, goods and services (eg Memoranda of Understanding). Includes agreements with vendors or other agencies to provide equipment, goods and services.	Destroy 7 years after expiry or other termination of agreement

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Class No	Description of records	Disposal action
19483 ■■■■■■■■■■	Final internal or external audit reports relating to the Procurement function.	Destroy 7 years after action completed
19484 ■■■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the Procurement function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body; • minutes of meetings; • notes taken at opening and exit interviews; • draft report; and • comments. 	Destroy 3 years after action completed

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Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Class No	Description of records	Disposal action
19485 ■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the Procurement function.	Destroy 7 years after delegation expires
19486 ■■■■■■■■■■	Authorisations for administrative action supporting the Procurement function.	Destroy 7 years after action completed

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Class No	Description of records	Disposal action
21131 ■■■■■■■■■■	Records of committees formed to consider matters relating to the Procurement function. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; and • supporting documents such as briefing papers and discussion papers. 	Destroy 7 years after action completed
21132 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees which consider matters relating to the Procurement function. Includes: <ul style="list-style-type: none"> • agenda; • notices of meetings; and • draft minutes 	Destroy 3 years after action completed

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Complaints

Activities involved in receiving and responding to complaints. Includes liaison with the complainants, investigations, internal and external reviews and dispute resolution activities.

Class No	Description of records	Disposal action
21130 ■■■■■■■■■■	Records documenting the handling of complaints received about procurement processes. Includes complaints about the tendering activities.	Destroy 7 years after action completed

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For declarations of any conflicts of interest by an employee associated with a particular procurement assignment, use PERSONNEL – Employment Conditions.

Class No	Description of records	Disposal action
19487 ■■■■■■■■■■	Records documenting agency compliance with mandatory or with optional standards or with statutory requirements relating to the Procurement function (eg <i>compliance with whole-of – government policy guidelines, Chief Executive instructions etc</i>).	Destroy 7 years after action completed

Construction

The process of making or building something.

Class No	Description of records	Disposal action
19488 ■■■■■■■■■■	Records documenting the in-house construction of equipment and plant.	Destroy 7 years after disposal of asset

[For the design of equipment and plant, use PROCUREMENT - Evaluation.

For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]

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Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant or by using external bureau services. Includes outsourcing.

For information on records issues relating to outsourcing and contracting-out see GDA 25.

Class No	Description of records	Disposal action
19489 	Records documenting contract management relating to the Procurement function. Includes: <ul style="list-style-type: none"> minutes of meetings with main stakeholders; and performance and evaluation reports. 	Destroy 7 years after completion or other termination of contract

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Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For the assessment of suitability of technology and telecommunications equipment, goods and services, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.

Class No	Description of records	Disposal action
19490 	Records documenting the evaluation of equipment, goods and services for procurement. Includes requirements, criteria and assessments. <i>[For the acquisition of equipment, goods and services where there is no tender or contracting-out process, use PROCUREMENT - Acquisition.</i> <i>For the acquisition of equipment, goods and services by a tender or contracting-out process, use PROCUREMENT – Tendering.</i> <i>For the re-evaluation of existing equipment, goods and services, use the Reviewing activity under the relevant function.]</i>	Destroy 7 years after action completed
19491 	Records documenting the development and issue of specifications for equipment and stores (including purpose-built equipment and stores). <i>[For the development of specifications for technology and telecommunications equipment, goods and services, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.]</i>	Destroy 7 years after action completed

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Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

For the leasing of accommodation, premises or real estate from another organisation or individual, use PROPERTY MANAGEMENT - Leasing.

Class No	Description of records	Disposal action
19492 ■■■■■■■■■■	Records documenting the leasing of equipment, goods and services (ie where the agency is the lessee). Includes: <ul style="list-style-type: none"> • negotiations; • cost-benefit analysis; • assessments; and • signed leases. 	Destroy 7 years after lease expires or is terminated
19493 ■■■■■■■■■■	Records documenting the administration and management of leased equipment, goods and services. Includes reports received from leasing companies and signed leases.	Destroy 7 years after lease expires or is terminated
	<p><i>[For the disposal of leased equipment, use the disposal activity under the relevant function.</i></p> <p><i>For the maintenance of leased equipment, use the Maintenance activity under the relevant function.</i></p> <p><i>For Fringe Benefit Tax reports received from a leasing company, other than for the leasing of vehicles, use PERSONNEL - Salaries.</i></p> <p><i>For Fringe Benefits Tax reports relating to the leasing of vehicles, use FLEET MANAGEMENT - Compliance.</i></p> <p><i>For managing financial transactions supporting leasing activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.]</i></p>	
19494 ■■■■■■■■■■	Records documenting the administration of short term rental vehicles for official business.	Destroy 7 years after action completed

[For managing financial transactions associated with the short term rental of vehicles, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.]

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Leasing - Continued

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19495 ■■■■■■■■■■	Records relating to the leasing of equipment, goods or services, where the lease is not proceeded with.	Destroy 2 years after action completed

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Class No	Description of records	Disposal action
19496 ■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings held to support the Procurement function. Includes meetings with external agencies.	Destroy 3 years after action completed
19497 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the Procurement function. Includes agenda, notices of meetings and draft minutes.	Destroy 1 year after action completed

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Class No	Description of records	Disposal action
19498 ■■■■■■■■■■	Final version of agency-wide plans supporting the Procurement function.	Destroy 7 years after plan is superseded
19499 ■■■■■■■■■■	Final version of a section or business unit's plans supporting the Procurement function, including those of State, regional or overseas offices.	Destroy 2 years after plan is superseded
19500 ■■■■■■■■■■	Working papers used in developing all plans supporting the Procurement function. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of the final plan

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No	Description of records	Disposal action
19501 ■■■■■■■■■■	Records documenting the development and establishment of the agency's policies supporting the Procurement function. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; and • final policy documents 	Destroy 7 years after policy is superseded
19502 ■■■■■■■■■■	Records documenting comments made on the development of government-wide policies supporting the Procurement function.	Destroy 3 years after promulgation of the new policy
19503 ■■■■■■■■■■	Working papers documenting the development of all policies supporting the Procurement function.	Destroy 3 years after promulgation of the new policy

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No	Description of records	Disposal action
19504 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the Procurement function.	Destroy 7 years after procedures are superseded
19505 ■■■■■■■■■■	Records documenting the development of agency procedures supporting the Procurement function.	Destroy 2 years after action completed

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No	Description of records	Disposal action
19506 ■■■■■■■■■■	Final version of formal internal reports and reports made to external agencies relating to the Procurement function.	Destroy 7 years after action completed
19507 ■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Procurement function.	Destroy 3 years after action completed
19508 ■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Class No	Description of records	Disposal action
19509 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the Procurement function. Includes documents establishing the review, the final report and action plan.	Destroy 7 years after action completed
19510 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the Procurement function.	Destroy 3 years after action completed

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Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

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19511 ■■■■■■■■■■	Records documenting risk management relating to the Procurement function. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
19512 ■■■■■■■■■■	Procurement risk register.	Destroy 7 years after next risk assessment

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Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

For tendering in relation to the acquisition of land and construction of buildings, use PROPERTY MANAGEMENT - Tendering.

For feedback to a successful tenderer during the life of a contract, use PROCUREMENT - Contracting-out.

Class No	Description of records	Disposal action
19513 ■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes business plan, Statement of Requirements, Request for Proposals, Expressions of Interest, Requests for Tender (RFT), draft contract and tender evaluation plan.	Destroy 7 years after tender process completed
19514 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
19515 ■■■■■■■■■■	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
19516 ■■■■■■■■■■	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing and feedback sessions.	Destroy 3 years after tender process completed or decision made not to continue with the tender
19517 ■■■■■■■■■■	Tender register.	Destroy 7 years after last entry
19518 ■■■■■■■■■■	Signed contracts under seal prior to 15 November 2005 resulting from tenders and supporting records: Western Australia. Includes the successful tender documentation.	Destroy 21 years after completion or other termination of contract
19519 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. Includes the successful tender documentation.	Destroy 15 years after completion or other termination of contract

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Tendering - Continued

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19520 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Tasmania, Australian Capital Territory and Northern Territory. Includes the successful tender documentation.	Destroy 12 years after completion or other termination of contract
19521 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records. Includes the successful tender documentation.	Destroy 7 years after completion or other termination of contract
19522 ■■■■■■■■■■	Contract register.	Destroy 7 years after last entry