



Procurement Division

Issued: 2011

| Schedule No. | Record Series Title | Description | Total Retention | Disposition | Vital | Office of Record | Notes |
|--|---|---|-----------------|-------------|-------|------------------|---|
| PROC101 | Bids, Proposals, Quotations | All successful and unsuccessful bids, proposals and quotations and supporting documentation received for a specific procurement. | T + 7 | D | No | | T = Conclusion of bid process, bidder chosen or procurement discontinued. |
| PROC102 | Capital Master Plan Procurement | Procurement documents related to all goods and services associated with the planning and implementation of the real estate leases, etc. | T + 7 | A | Yes | | T = Conclusion of CMP Project |
| PROC103 | Contracts and Leases | Contracts and Leases which result from success procurements | T + 7 | D | Yes | | T = Contract/Lease completed/cancelled and all charges, issues, claims settled. |
| PROC104 | Headquarters Committee on Minutes and Presentations | Presentations to the Committee on Contracts and Minutes of HCC meetings. | T + 3 | D | No | | T = Completion/Cancellation of Procurement |
| PROC105 | Purchase Orders | Purchase orders and supporting documentation | T + 7 | D | No | | T = Purchase Order expires, purchase completed |
| PROC106 | Requisitions - Cancelled | Includes documentation concerning cancelled requisition including reason for cancellation of procurement and list of vendors who have submitted unsuccessful bids, proposals or quotations at time of cancellation. | T + 3 | D | No | | |
| PROC107 | Vendor Registration Files - Approved | Files documenting application, acceptance and history of relationship with UN vendors. | T + 3 | D | No | | T = Vendor dropped, no longer active. |
| PROC108 | Vendor Registration Files - Unsuccessful | Files documenting unsuccessful applications to become UN vendors. | T = 3 | D | No | | T = Completion of review and notification vendor. |
| Retention codes: C=Current Year; T=Termination or completion of programme or project | | | | | | | |
| Disposition codes: A=Review for Archival (permanent); D=Destroy | | | | | | | |