



University of Saskatchewan Retention and Disposition Schedules

Procurement of Goods and Services – Contracts Executed by University Units

Record Schedule Number: 2023-003

Office of Primary Responsibility: All university units

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, from all sources of funding including, but not limited to, operating, research, trust, and restricted funds, where central procurement processes were not used. This includes contracts valued at less than the current threshold for the multiple quote process, using approved templates, as well as procurement processes delegated to university units under the Signing Authority Policy.

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 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 below the threshold for public tender at time of contract	Contract expiry	T + 7 years	Destroy

T = trigger for disposition

Notes:

See schedule 2022-001 for records documenting procurement managed by Procurement Services.

This schedule does not include property, maintenance and leasing agreements (see Record Schedule 1996-39), research contracts (see Record Schedule 1996-41), or acquisition of library electronic resources (see Record Schedule 2021-005).

Retention rationale:

The retention periods are based on schedule 2022-001 covering central procurement processes.

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: 6 September 2023