

General Retention and Disposal Authority
Common administrative records created and maintained by New
South Wales Public Offices

Authority number: GA28

Dates of coverage: 1940+

No.	Description of records	Disposal action	
CONTRACTING-OUT		4.0.0	2

Common administrative records created and maintained by New South Wales Public Offices

Authority number: GA28

Dates of coverage: Open

No.	Description of records	Disposal action
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CONTRACTING-OUT

4.0.0 CONTRACTING-OUT & COMMERCIAL SERVICES

The activities involved in:

- arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services or shared services (provided by another organisation). Sometimes referred to as outsourcing.
- the provision of services by the organisation on a commercial basis.

See the relevant function/ACQUISITION for records relating to purchases that are not made via contracting-out or tendering processes, e.g. use EQUIPMENT & STORES - ACQUISITION for the acquisition of equipment and stores.

See the relevant function/POLICY or the relevant function/PROCEDURES for policies or procedures regarding contracting-out.

See the relevant function/activity for records relating to the actual work performed by consultants, contractors, vendors or employees from external bureau services.

See **TENDERING** for records relating to receiving and assessing tenders.

4.0.1	Records relating to the hiring and use of consultants, contractors, vendors, suppliers, employees from external bureau services or the services of shared service providers. Records include: • determinations of the need for services • specifications and conditions of engagement • invitations and receipts of bids • letters of engagement • correspondence and negotiations, including minutes or notes of meetings with main stakeholders • draft versions of agreements containing significant changes/alterations or formally circulated for comment • final, approved versions of agreements • performance and evaluation reports • variations to agreements. Note: Specialty contracts include contracts under seal and deeds to property. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement, e.g. a contract to undertake research may specify how long the agent carrying out the research is required to retain the data on which research findings are based. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions. Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may	(A) For specialty contracts: Retain minimum of 12 years after expiry or termination of agreement or after action completed, whichever is later, then destroy (B) For standard contracts or agreements: Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy
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	need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	
4.0.2	Summary records created to facilitate the management of consultants, contractors, vendors, suppliers or employees from external bureau services used by the organisation, e.g. registers of preferred contractors, contact details.	Retain until administrative or reference use ceases, then destroy
4.0.3	Records relating to the management of commercial ventures and services where the organisation provides the service. Includes the provision of consultancies and other professional services. Includes: - expressions of interest and tenders - negotiations, contracts, agreements and other formal arrangements regarding provision of services, commercial ventures, use of intellectual property, etc. - records relating to provision of products and services.²⁵	Retain a minimum of 7 years after provision of services, or after terms and conditions of contracts are satisfied, then destroy
4.0.4	Records relating to commercial ventures and services that did not proceed or where the tender/expression of interest, etc., was unsuccessful. ²⁶	Retain a minimum of 2 years after action completed, then destroy

²⁵ Added December 2021.

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