

The purpose of this document is to provide guidance on the retention and disposal of documents (including “personal data” under the General Data Protection Regulation 2016/679 ("GDPR"), and the Data Protection Act 2018 (subject to royal assent, the “DPA”)) (together the "Data Protection Laws"). “Documents” in this context means all documents held or controlled by us in any format or media that are located in the UK.

As a matter of law, our documents (including books, records and financial reports) must accurately reflect the underlying transactions and represent the true state of the business. They are an essential part of doing business correctly, honestly and openly and protect us, our customers and those we work with. We must ensure that the record keeping of our documents is accurate, that we store them safely and for the time periods prescribed by the law and that we do not destroy or alter any information or data that must be kept for litigation, an investigation or other legal reasons. Equally, we must not retain documentation where the limitation period has expired and there is no legal justification for retention.

The retention schedule sets out the recommended retention periods Pre Qualification, tenders and contract records. The retention schedule is intended to enable users of this document to simply refer to the relevant type of document that they are interested in and then determine the relevant retention period from that schedule. If a document is not covered by any retention schedule, reference can be made to the items listed in the General Guidance section within the Records Management Policy in determining an appropriate retention period.

SBU/functions should refer to these retention schedules and the general guidance below in reviewing their current existing document retention and disposal practices.

The DPO within the SBU/function has the responsibility for establishing and implementing effective practices and procedures across it to give effect to this document.

### Pre-qualifications, tenders and contracts

Record description	Retention period	Form in which to be kept	Reason and comments
Pre-qualifications not resulting in tenders or projects	6 months after completion of tender exercise	Any	Best practice.
Unsuccessful tenders	6 months after completion of tender exercise	Any	Best practice.
Contracts executed as a deed (except where subject to any longer retention period specified elsewhere in these retention schedules or where required for BSA or Fire Safety regulation purposes as specified below)	12 years after expiry	Original	Limitation.
Contracts executed under hand (except where subject to any longer retention period specified elsewhere in these retention	6 years after expiry	Original	Limitation.

Record description	Retention period	Form in which to be kept	Reason and comments
schedules)			
Contracts, deeds, information or building safety documents or correspondence relating to projects which are subject to requirements under or claims made in connection with the Building Safety Act 2022 (BSA), Fire Safety (England) Regulations 2022 or Defective Premises Act 1972	For projects under which claims have accrued before 28 June 2022 - 30 years from completion of project  For projects to be completed or which claims have accrued after 28 June 2022 -15 years from completion of project	Physical original hard copy and digital copy. Format to meet BSA 'golden thread' requirements once available.	the Building Safety Act 2022 (BSA), Fire Safety (England) Regulations 2022 and Defective Premises Act 1972 as amended.
Software purchase agreements, framework or enterprise contracts for the purchase of software, software licences and other contracts that relate to that licensed software (e.g. subsequent licences of upgraded versions or new releases of the software, maintenance and support contracts for the software)	For as long as the software (whether the original version or any revised version) is used in the SBU/Function <b><u>plus the longer of</u></b> the following periods: <ul style="list-style-type: none"> <li>the period within which the contract with the software publisher allows the software publisher to conduct an audit as to proof of entitlement after the software has ceased to be used; and</li> <li>6 years after the software has ceased to be used</li> </ul>	Original	Proof of entitlement to use software if Balfour Beatty/SBU/Function is audited by a software publisher.  Note that the retention period still applies even if the original publisher of the software is taken over by someone else – if an audit is conducted by the new publisher, we will have to demonstrate to the new publisher proof of entitlement from the very start of usage of that software (i.e. from when it was acquired from the original software publisher). For more information on the retention of software licences and associated documents, refer to Retention Schedule 12 – Information Management.
Contracts executed under hand where the works performed by Balfour Beatty are of a nature that may give rise in the future to a latent damage claim (e.g. design contracts, contracts that relate to building maintenance or repairs or	15 years after expiry	Original	Limitation (to reflect the possibility of latent damage claims arising in the future).

Record description	Retention period	Form in which to be kept	Reason and comments
piling contracts) except where required for BSA or Fire Safety regulation purposes as specified above.			
Collateral warranties, bonds, indemnities and guarantees	Should be kept for at least the same period as the retention period of the contract to which the warranty, bond, indemnity or guarantee relates	Original	Refer to underlying contract for retention periods.
Emails, correspondence, notes and memos, plans and drawings where directly related to a contract	Should be kept for the same period as the retention period of the contract to which the email, correspondence, notes etc relates	Any	Limitation.
Project documents for project that is undertaken (including (i) pre-qualification documents; (ii) tender documentation; (iii) specifications and drawings as developed/revised during the project; and (iii) client correspondence regarding project) except where required for BSA or Fire Safety regulation purposes as specified above.	15 years after conclusion of project	Executed project documents should be in original form but copies of other related documents are sufficient	Limitation (to reflect the possibility of latent damage claims arising in the future).
Major contracts of historical importance	Permanently	Originals where possible	Evidence/Best Practice.
Record of suppliers' details except where required for BSA or Fire Safety regulation purposes as specified above.	10 years from expiry of last contract	Any	Limitation period for product liability.
Standard terms and conditions	6 years from expiry	Any	Limitation.
Intellectual property documents (eg. assignments)	See retention schedule 11	-	-
Property documents (eg. leases)	See retention schedule 10	-	-