



TfL Contracts Registry: conditions of use

What is the Contracts Registry and what is its purpose?

The Contracts Registry is a storage facility for live (ie current) hard copy signed contracts and related vital documents, located in a secure file store in Westferry Circus. Contracts are stored in a set of bays accessible *only* to the file store manager and one person providing business continuity cover (see below). These secure bays comprise the TfL Contracts Registry. No-one other than these two persons may retrieve contract documentation from the Registry.

Which contracts should be stored in the Contracts Registry?

All executed, signed originals of contracts with values over the relevant Official Journal of the European Union (OJEU) threshold should be stored in the Contracts Registry. The current OJEU thresholds can be found [here](#).

This includes major contracts covered by the [Public Contracts Regulations 2015](#). These regulations require that authorities keep copies of all concluded contracts with a value equal to or greater than:—

- (a) 1 000 000 EUR in the case of public supply contracts or public service contracts;
- (b) 10 000 000 EUR in the case of public works contracts.

To simplify the process and maximise the service we will, however, accept all contracts over the OJEU threshold (usually over £125k) into the Registry. All business areas entering into negotiations for contracts in this category should store the original signed hard copy contract and its associated documentation (see below) in the Registry as soon as negotiations are finalised and the contract has been signed. This will provide a single, secure location for signed contracts, simplifying their retrieval.

Greater London Authority (GLA) contracts should be carefully and securely retained locally – they should not be submitted to the Contracts Registry.

Who manages the TfL Contracts Registry and its contents?

The Registry is managed by Information Governance's Information and Records Management team within General Counsel. The IRM team are responsible for ensuring that all contracts stored in the Registry are:

- The original signed contracts (plus related essential documentation – see below)
- Over the OJEU threshold
- Current (ie they have not expired)
- Listed and indexed
- Securely stored
- Made available only to the Information Owners or their designated deputies on request.

Why are there such strict rules for using the TfL Contracts Registry?

It's always necessary to have rules and standards around the management of information, otherwise there is a high risk that information may be lost, damaged or altered, compromising its authenticity and accuracy and increasing information compliance risk. In the case of the Contracts Registry what is being stored comprise original, signed documents and related material which provide evidence of legal agreements entered into between TfL and a third party and which must therefore be managed with stringent security.

What are the rules for using the TfL Contracts Registry?

Information Owners must confirm that all contract documentation to be stored is:

- The original signed contract plus related documentation ie Procurement Strategy, Contract Award Recommendation (CAR), Contract Modifications, Single Source Justification, Derogation Request, Bonds, Parent Company Guarantees, Warranties and Final Account Settlements. Under S.84 of the [Public Contracts Regulations 2015](#) contracts of a certain value must also be accompanied by an individual report giving details of the selection process.
- Current (once contracts have expired they will be transferred to the TfL Records Store for 7 years retention, or 13 years retention if executed as a Deed).
- Scanned *before* the hard copy is sent to the Registry, so that e-versions are available for the business area's day to day reference use.
- Listed using the template overleaf; below is an example of how to fill in the template:

Item No.	Contract Number	Title	Supplier	TfL Information Owner	Date Document Signed	Start Date of Contract	End Date of Contract	Item scanned
1	TLL7582	Repairs to Signalling Air Mains	Mr Adrian Davidson Trading as ABD Services	Fred Bloggs [job description and business area]	25/05/2014	01/06/2014	30/09/2014	Yes
2	TLL7282a	Framework agreement for provision of signalling engineers and allied labour resources	Kelly Integrated Transport Services Ltd	Jane Smith [job description and business area]	27/05/2014	12/06/2014	30/11/2014	Yes

Transferring, retrieving and returning documentation from and to the Contracts Registry

Contract documentation should be transferred to the Registry by secure internal post ie in a sealed internal envelope or, if too large for an envelope, in a box with security tags (available on request from Recordsmanagement@tfl.gov.uk). The envelope/carton should be addressed to:

Vikram Vontela, AP JNP Information and Records Adviser
15 Westferry Circus, Desk location G/083,
Canary Wharf,
London E14 4HD

Where it is essential that the information owner retrieve original contract documentation (eg for a court case), the Information Owner will need to fill in the form on page 3 and attach it to a requesting email to Recordsmanagement@tfl.gov.uk. The contract will be forwarded to the Information Owner by secure post. Documentation should be returned in the same way, preceded by an email advising that the documentation is about to be returned. Information Owners are reminded that they are responsible for the security of the documents while they are in their custody. Where documents remain with Information Owners for longer than 2 months regular reminders will be sent to ensure the safe handling and timely return to the Registry of the documents.

A list of all contracts and related documentation held in the Registry is available [here](#). The published list will be updated on a monthly basis.

What happens once contracts expire?

Once contracts have expired the Information Owner should notify the Contracts Registry team, who will arrange for the documents to be boxed, listed and sent to the TfL Records Store for secure storage pending destruction.

Business areas wishing to use the Contracts Registry will first be sent a copy of these conditions of use.