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WORLD BANK POLICY ON ACCESS TO INFORMATION: GUIDANCE FOR STAFF ON HANDLING PROCUREMENT INFORMATION

OPCOR

I. Background and Purpose

1. This Note intends to provide general guidance to staff on how to apply the requirements of the [World Bank Policy on Access to Information](#) ("AI Policy") (effective as of July 1, 2010) to operational procurement-related information¹. The Note may be revised from time to time as an on-line version ([OPCOR website](#)) with more up-to-date guidance, references and examples that reflect staff questions and practical experiences in implementing the AI Policy.
2. The Note applies to information created or received by the Bank in the course of its official business and filed in the Bank's records management system (e.g., ImageBank, IRIS/WBDocs)².
3. This Note does not apply to information related to Bank's corporate procurement contracts financed from the administrative budget (BB) or Bank-Executed Trust Funds by General Services Department (GSD) and selection of consultants through e-Consult³.
4. Staff are encouraged to refer to [Access to Information Staff Handbook](#), including the Attachments, which describe work flow processes for specific information which is routinely disclosed on the Bank's external website.

II. Access to Information (AI) Policy

5. Under the AI Policy any information created or received by the Bank is public unless it falls under one or more of the ten (10) exceptions set out in the AI Policy.
6. The Policy is based on five guiding principles: (1) maximizing access to information; (2) setting out a clear list of exceptions; (3) safeguarding the deliberative process; (4) providing clear procedures for making information available; and (5) recognizing requesters' right to an appeals process.
7. There are 10 exceptions to the public disclosure of information which either delay the disclosure for some period of time or restrict it indefinitely.
 - a. *Information covered by exceptions 1 through 6 are never declassified:*
 - 1) Personal Information
 - 2) Communications of ED's offices

¹ "Information" means documents of any type – documents, emails, letters, reports, faxes, copies or originals, etc.

² Staff are responsible for filing all information/correspondence/documentation (including official e-mails) received or created by the Bank in the course of conducting Bank business (AMS10.11, *Management of Records*).

³ Selections created in e-Consult are governed by [AMS15.1](#).

- 3) Board Ethics Committee
 - 4) Attorney-Client Privilege
 - 5) Security and Safety Information
 - 6) Other Disclosure Regimes (Independent Evaluation Group –IEG; the Inspection Panel- IP; the Integrity Vice Presidency – INT; and the sanctions process governed by the Sanctions Board and the Sanctions Procedures)
- b. *Exception 7 (Confidential Client/Third Party information)* can be disclosed only if agreed by Client/Third Party in writing.
- c. *Exceptions 8, 9 and 10 (A-C)* may be declassified and disclosed according to the AI Policy's declassification schedule, so long as the information is not also restricted by the exceptions listed above (1 through 6), and management decides not to exercise its prerogative to restrict:
- 8) Corporate Administrative
 - 9) Deliberative (e.g. drafts, e-mails, faxes, minutes, PCN, etc.)
 - 10) Financial: "A-C". ("D" Banking and Billing is not eligible for declassification).

Additionally, some information covered by the above exceptions could be disclosed on a case-by-case basis, at the decision of the Board on Access to Information Committee, based on the determination that the benefit of disclosure would outweigh the potential harm.

8. Disclosure of information can be *proactive* (by posting it on the Bank's external website) or provided *on request* from the public (if the non-restricted information is not on the Bank's external website but can be found in the Bank's records management system, the InfoShop, or Archives Unit can make it available to the public).

III. Implications on Procurement

9. It is important to note that Procurement and Consultants Guidelines govern disclosure of information by the Borrowers and recipients of the Recipient Executed Trust Funds (RETF) grants. The Guidelines require proactive disclosure of information published and/or posted on the website of either by the Borrower or by the Bank on behalf of the Borrower (for example, publication of Borrower's procurement plans and contract awards on the Bank's external website, or procurement notices published in UNDB). These requirements of the Guidelines are not affected by the AI Policy and remain in effect.
10. The AI Policy governs the Bank's obligations and responsibilities regarding disclosure of information created or received by the Bank staff in a course of conducting its official business.
11. Bank staff are responsible for proper filing of procurement-related information in the Bank's records management system⁴. The decision whether information is public or not (i.e. restricted) is based on whether the information is covered by any of the ten (10) exceptions. If information is restricted, the information will need to be assigned a proper security classification level, i.e. "Official Use Only", "Confidential", "Strictly Confidential".
12. In case of *restricted information*, it is important to list all applicable exceptions. According to the Policy, all staff are responsible for complying with the institutional records' management requirements, and the Task Team Leader (TTL) has to ensure the compliance at the project level. It is a good practice to set clear rules on who within the task team (which includes procurement

⁴ AMS10.11, Management of Records

staff) is responsible for procurement filing. Procurement staff are encouraged to take initiative in discussing with the TTL responsibilities for filing and assigning classification level to procurement documents. It is advisable to do it at an early stage of the project or at the time of joining the new task team.

13. A summary table with the list of the most common types of procurement-related information and applicable disclosure considerations are provided in Attachment 1 to this note. A checklist of procurement information required to be filed is attached in Attachment 2 to this note⁵, and staff are reminded about the importance of proper filing of these documents.
14. Bank staff/team member who is responsible for filing in WBDocs procurement information created by another staff is advised to consult with the originator to determine whether it should be restricted under the AI Policy (and, if this is the case, to assign an appropriate classification level). If a filled document/information contains attachments, each needs to be treated independently in determining disclosure status and classification level. It may happen that the main document and the attachments have different disclosure status and/or different classification levels. In such case, each should be filed separately. The strictest security classification is specified when separate filing is not possible and the whole document must be filed. For example, if the main document does not have a restricted disclosure status (i.e. is public) but one of the attachments contains Client/Third Party information provided to the Bank in confidence, and the main document cannot be filed without such attachment, the whole document (comprising the main document and the confidential attachment) must be filed with exception #7 (Confidential Client/Third Party Information) and the Confidential classification level.
15. The Policy requires that information made public by posting it on external websites must also be filed in the Bank's records management system. In many instances the practice has been saving the respective files⁶ on shared drives rather than filing in WBDocs (previously – IRIS). It should be noted that filing in personal/shared drives or in LotusNotes is **not** considered to be filing in a Bank records management system.
16. **Project-Related Communications.** As indicated above, disclosure of procurement-related information during implementation of projects is governed by the Procurement and Consultants Guidelines. The Guidelines identify which information should be made public and which should be kept confidential (complaints or evaluation process, for example).
17. Information, including Bank staff's communication with the Borrower or a third party, which is not explicitly regulated by the Guidelines would normally be treated as restricted under Exception #9 ("Deliberative"), or possibly under Exception #7 ("Confidential Client/Third Party Information").
18. Information under Exception #9 (Deliberative) may be eligible for declassification and disclosure after 20 years.
19. Staff should request borrowers and/or third parties to mark their documents and communications provided to the Bank. If the borrower and/or third party decide to have the information kept confidential and not disclosed without their consent, then they should mark the document they are sending to the Bank accordingly. If the Borrower indicates that information is provided to the Bank in confidence, it should be filed indicating both exceptions (#9 Deliberative and #7 Confidential Client/Third Party Information) and classified accordingly. For example, comments on the Borrower's evaluation report would normally be classified as "Official Use Only". Complaints from the bidders/third party would be classified as "Confidential", and complaints containing allegations

⁵ The archiving checklist is adopted from Archives Guidelines

⁶ Refers to procurement external websites maintained by OPCOR, Regional Procurement sites and procurement webpages of country offices' websites

against the Borrower's staff or fraud and corruption allegations would be classified as "Strictly Confidential".

20. Restricted information under Exception #7 ("Confidential Client/Third Party information") exceptionally can be disclosed upon request, but only with the prior written agreement of the Client/Third Party. The TTL is responsible for obtaining Client/Third Party content to disclose information which under the AI Policy should be made public. In the spirit of moving towards use of country systems and increased transparency of procurement process, the Client may expand public disclosure beyond the requirements of the Bank's Procurement Guidelines if the disclosure is in line with the national law and/or local good practice (for example, posting or publishing minutes of the public bid opening, upcoming business opportunities, individual consultant's assignments and firm's consulting assignments of small value, etc.). Bank procurement staff are encouraged to review the national information disclosure regulations and practices related to public procurement at the project preparation stage and/or as part of the procurement capacity/risk assessment. If such regulations or practices go beyond the Guidelines' requirements, the project may adopt them and reflect in the Operational Manual, if appropriate.
21. Alternatively, a review of national disclosure regulations and practices *in public procurement* can be included in the country, sector or an institutional procurement (or fiduciary) review/assessment.
22. For documents that the Borrower wishes to disclose and has requested the Bank to disclose on its behalf, it is good practice to get the request in writing and mark the document accordingly (for example, putting "Public disclosure is authorized" on the cover page and referring to the Client's authorization in IRIS/WBDocs in the "AI Comments" box). For restricted information originated by Bank staff, the originator must indicate the classification level on the cover page. For electronic information, the classification level should appear on the header of the first page of the file⁷.
23. ***Declassification of procurement-related information created prior to July 1, 2010.*** Currently, there is no automatic declassification of already filed and/or archived information irrespective of the level of the assigned classification. Such information is released by the Archives to the public on request. For example, even if the information created prior to July 1, 2010 is classified as "Public" it will not be automatically disclosed. Information may be released to the public based on a request received through the *central request site* ([Access to Information Request Form](#)). The Archives will review the request and determine the eligibility for disclosure in consultation with the respective business unit if/as needed.
24. ***Exceptions most commonly applicable to procurement related information:***
 - a) ***Attorney-Client Privilege:*** can include certain communications/consultations with the legal department (General Counsel, counsels, legal advisors). The lawyers will apply the exception by appropriate marking, i.e. putting the level of classification in the subject line of correspondence.
 - b) ***Information Restricted Under Separate Disclosure Regimes⁸:*** can include communication/correspondence with INT. Generally, when staff communicates with INT on procurement-related information, it is classified as "Confidential" or "Strictly Confidential". INT has a separate policy governing disclosure of information. Normally, INT staff who originates the information determines the level of confidentiality and states it in the subject line. If such information is further communicated, it must carry the same security classification.

⁷ See Classification Handbook

⁸ Other regimes include: Sanctions Regime, Inspections Panel and IEG.

- c) **Information Provided in Confidence by Member Countries or Third Parties:** projects' procurement information received from the Borrower and/or implementing agencies may fall under this exception. Examples include bidding documents prepared by the Borrower (unless the Borrower posts these bidding documents on its website for free download), RFPs, evaluation reports, copies of Borrower's correspondence with the bidders and/or consultants, originals or copies of the bids and consultant's proposals which the Borrower shares with the Bank; draft negotiated contracts; signed contracts between the Borrower and the third party(ies); procurement related complaints received by the Bank from the third parties (bidders, consultants, civil society) unless the complaining party allows the disclosure of its complaint, and Bank's subsequent responses. Information provided to the Bank in confidence can, nevertheless, be disclosed but only if a prior written consent has been provided by the Borrower or the third party concerned.
- d) **Deliberative Information:** procurement related discussions with the Borrower during project preparation and/or implementation and sector work fall under this exception. Examples include exchange of emails with comments on procurement documents, including procurement plan; no objections; draft fiduciary review reports; working level correspondence and ESW draft reports (including CPARs, benchmarking, etc.). Deliberative information (including emails) filed in the Bank's records management system becomes eligible for declassification and disclosure to public after 20 years, unless it also pertains to exceptions 1 through 8 or 10(D) in which case the information may remain restricted indefinitely. It is important to note that according to the current archiving procedures, archived documents related to procurement of goods and works are destroyed 10 years after the project's closing date. Consultants' files are destroyed 7 years after end of contract. These record management and retention policies are independent of the AI Policy. Deliberative information may be disclosed to the public prior to the expiration of the 20 year-period, and such decisions are done by the Bank's Access to Information Committee (chaired by OPCS Director) on a case-by-case basis.
25. **Disagreements on assigning classification level in case of Restricted Information** are handled in a similar manner of escalation as per Decision Authority Matrix ([Annex B of BP11.00](#)).

IV. Links and References

- a) [World Bank Policy on Access to Information](#)
- b) Administrative Manual Statement (AMS) 6.21A, *Information Classification and Control Policy*
- c) AMS 10.11, *Management of Records*
- d) [Procurement Guidelines](#) and [Consultants Guidelines](#)
- e) [Access to Information Staff Handbook](#) and the related Attachments.
- f) Classification Handbook for Restricted Information ([Access to Information website](#))

V. Where to Address Questions

26. Bank staff general questions regarding the Policy can be addressed to the on-line Help Desk ([Access to Information website](#)).
27. Bank staff questions regarding procurement-related information can be addressed to OPCOR (focal point: Maria Vannari, mvannari@worldbank.org, ext.84694)

SUMMARY TABLE

(The list below represents examples of routinely handled operational procurement-related information. Classification level and applicable exceptions suggested in this table may differ depending on the content of information handled by Bank staff. Please refer to AMS6.21A and the Classification Handbook for more detailed guidance on classifications. This table excludes corporate procurement by GSD and selections under e-Consult)

Type of Procurement Information filed in Bank's records management system	Classification (assigned by the creator)	Applicable Exceptions	Important to note
I. Projects-related information:			
1. Procurement Capacity/Risk Assessment of Implementing Agency (or procuring entity)	Restricted Info "Official Use only"	#9 (Deliberative)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
2. Procurement Plan (a) Working versions/drafts	Restricted Info: "Official Use Only"	#9 (Deliberative)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
(b) An agreed initial ("original") Procurement Plan (referenced in PAD and legal agreement), including in SEPA or similar web-based database	Public		Proactively disclosed by the Borrower as per Procurement guidelines requirements
(c) Formal updates of Procurement Plan, including in SEPA or similar web-based database	Public		
3. PAD (incl. Procurement Annex) and legal agreement: (a) Drafts, working correspondence	Restricted Info: "Official Use only"	#9 (Deliberative)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
(b) Final	Public		

Type of Procurement Information filed in Bank's records management system	Classification (assigned by the creator)	Applicable Exceptions	Important to note
4. GPN/SPN/EOI (excluding eConsult/ corporate procurement by GSD)	Public		Proactively disclosed by the Borrower as per Procurement guidelines requirements
5. Short-list (a list itself) (excluding eConsult/ corporate procurement by GSD)	Public		Can be disclosed by the Borrower as part of contract award information as per Guidelines
6. Short-listing reports, Evaluation reports (excluding eConsult/ corporate procurement by GSD)	Restricted Info: "Official Use Only"	#9 (Deliberative) and #7 (Confidential Client information)	Eligible for disclosure with the Borrower/Third Party written agreement only if the information was explicitly provided to the Bank on a confidential basis. If the Borrower/Third Party did not explicitly provide the information to the Bank on a confidential basis, and the document is 20 years or older, Archives may declassify the document without written agreement of the Borrower/Third Party
7. Borrower's request for no objection (including attached documents to which no objection is requested)	Restricted Info: "Official Use Only"	#9 (Deliberative) and #7 (Confidential Client information)	Eligible for disclosure with the Borrower/Third Party written agreement only if the information was explicitly provided to the Bank on a confidential basis. If the Borrower/Third Party did not explicitly provide the information to the Bank on a confidential basis, and the document is 20 years or older, Archives may declassify the document without written agreement of the Borrower/Third Party
8. No objections (in any form – fax, letter, email), and exchange of correspondence leading to no objections	Restricted Info: "Official Use only"	#9 (Deliberative). Depending on the content of the no objection can also be #7 (Confidential Client information)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d).

Type of Procurement Information filed in Bank's records management system	Classification (assigned by the creator)	Applicable Exceptions	Important to note
9. Bank's comments on procurement documents	Restricted Info "Official Use only"	#9 (Deliberative). Depending on the content of the no objection can also be #7 (Confidential Client information)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
10. Minutes of public opening	Public		Disclosed by the Borrower as per Procurement Guidelines requirements. <i>Good practice:</i> project's Operational Manual can specify whether the minutes are subject to proactive disclosure (for example, community-based projects practice posting such minutes on community board) or disclosed by the Borrower on request from general public
11. Bidding documents (including PQ) and RFP	Restricted Info "Official Use only"	#9 (Deliberative) and #7 (Confidential Client information)	Eligible for disclosure with the Borrower/Third Party written agreement only if the information was explicitly provided to the Bank on a confidential basis. If the Borrower/Third Party did not explicitly provide the information to the Bank on a confidential basis, and the document is 20 years or older, Archives may declassify the document without written agreement of the Borrower/Third Party
12. Contract award information	Public		Proactively disclosed by the Borrower as per Procurement guidelines requirements
13. Signed contracts	Restricted Info "Confidential"	#7 (Confidential Client information)	Not eligible for declassification unless the Borrower's national law requires publication or disclosure of signed contracts, or the

Type of Procurement Information filed in Bank's records management system	Classification (assigned by the creator)	Applicable Exceptions	Important to note
			<p>Borrower's written permission is obtained.</p> <p>If the Borrower did not explicitly provide the information to the Bank on a confidential basis, and the document is 20 years or older, Archives may declassify the document without written agreement of the Borrower/Third Party</p>
14. Post review reports (PRR) and related database	Restricted Info: "Official Use"	#9 (Deliberative)	Parts of the PRRs are used as inputs into ISR and communication to the Borrower; the PRR may be eligible for declassification
15. Procurement supervision reports (in any form, including as input in Aide Memoire)	Restricted Info: "Official Use"	#9 (Deliberative)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
16. Independent Procurement Reviews (IPRs), DIRs done by the regions, Procurement (or Fiduciary) Portfolio Reviews	Restricted Info: "Official Use", or "Confidential", or "Strictly Confidential" depending on the content & findings of the review	#9 (Deliberative) – on the final report itself. Depending on the content can also be: #1 (Personal Information) if it refers to Bank staff, or #6 (Other disclosure regimes) if involves INT	Information (findings of IPRs) can be communicated to the Borrower in a separate letter which would fall under #7 (Confidential Client information) unless the Borrower agrees to public disclosure
17. Procurement related complaints and any correspondence with bidders/consultants, and related databases	Restricted Info: "Official Use", or, if involves F&C allegations - "Confidential", or "Strictly confidential"	#7 (Confidential Client /Third Party information). If it comes from the third party, can also be #6 (Other disclosure regimes)	<p>Not eligible for declassification, unless disclosure of the content is authorized by both, the Client and a complaining bidder/consultant.</p> <p>If (a) the complaining party did not explicitly provide the information to the Bank on a confidential basis, (b) the information is not restricted from disclosure by a separate disclosure regime (e.g., sanctions process, INT), and (c) the document is 20 years or older, then Archives may declassify</p>

Type of Procurement Information filed in Bank's records management system	Classification (assigned by the creator)	Applicable Exceptions	Important to note
			the document without written agreement of the party providing the information.
18. Procurement databases (P-RAMS)	Restricted Info: "Official Use"	#8 (Corporate Administrative)	Not eligible for declassification. Information or parts of it may be disclosed if approved by the business unit
19. Misprocurement letters: (a) Exchange of correspondence both, within the Bank and with the Borrower, preceding final declaration of misprocurement; (b) Declaration of Misprocurement letter signed by the CD	(a) Restricted Info "Official Use". If contains references to INT investigations or F&C – "Confidential" or "Strictly Confidential" (b) Country Director to determine it should be restricted, and exercises the Bank's prerogative to restrict access. This needs to be explicitly made and files in WBDocs for the record.	(a) #9 Deliberative. Also #6 (Other Disclosure Regimes) if involves INT. (b) Bank's prerogative to restrict	(a) Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d).
II. Sector work			
20. CPARs, benchmarking, Country Assessment Reports on the Use of Country Systems (UCS) – Stage I and II; other procurement sector assessments	PCN and draft reports are treated as covered by the Deliberative exception (#9) and are eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d). Final CPAR reports are filed as "Public" follow the government consent to disclose. In very rare cases when the government does not agree to the findings of the report and it is not finalized for publication, such reports are filed as "Confidential". Final Country Assessment Reports on UCS (Final Stage I and II) are files as "Public" and are proactively disclosed by publication on the Bank's external website		
21. Project Assessments for UCS for pilot countries	Pilot projects selected in Stage III of UCS will have the following information disclosed (posted on the Bank's external website):		

Type of Procurement Information filed in Bank's records management system	Classification (assigned by the creator)	Applicable Exceptions	Important to note
(Stage III)	Procurement Plans; National standard bidding documents' templates; annual third party procurement audit report; annual pilot project report; thresholds (below which national consultant procedures can be used).		
III. Policies			
OP/BP	Public		Proactive disclosure by the Bank by publishing on external website
Procurement and Consultant Guidelines	Public		Proactive disclosure by the Bank by publishing on external website
Standard bidding documents, SRFP	Public		Proactive disclosure by the Bank by publishing on external website
Instructions and Information from Chief Procurement Policy Officer (CPPO) to Bank staff	Restricted Info: "Official Use"	#8 (Corporate Administrative)	Not eligible for declassification. Nevertheless, depending on the nature of the instruction/information, it can be posted on external website (OPCOR)
OPRC deliberations (both, within the committee and with the task team), and CRRRs	Restricted Info: "Official Use"	#9 Deliberative In some cases can be #6 (Other disclosure regimes) if involves references or recommendations to refer to INT	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
IV. Other			
Outreach materials (presentations, announcements, information, invitations, agenda)	Restricted Info: "Official Use"	#9 Deliberative	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
Procurement training materials (for internal training of Bank staff)	Restricted Info: "Official Use only"	#8 Corporate Administrative	Not eligible for declassification
Minutes of Procurement Sector Board (PSB) meeting and any other PSB information	Restricted Info "Official Use"	#9 (Deliberative)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
Procurement Policy Committee information, except HR	Restricted Info "Official Use"	#9 (Deliberative)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
HR Procurement Policy Committee	Restricted Info "Strictly Confidential"	#1 (Personal Information) and #9 (Deliberative)	Not eligible for declassification

Type of Procurement Information filed in Bank's records management system	Classification (assigned by the creator)	Applicable Exceptions	Important to note
Minutes of Regional Procurement team meetings and information	Restricted Info "Official Use"	#9 (Deliberative)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
Correspondence with Legal Department	Restricted Info: Lawyer to determine classification level	#9 (Deliberative). Can also be #4 (Attorney-Client privilege) and/or #1 (Personal) depending on the content	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)
Correspondence with INT	Restricted Info: INT to determine classification level but normally "Confidential" or "Strictly Confidential"	# 6 (Other disclosure regimes)	Not eligible for declassification
Procurement related e-mail correspondence: (a) within the task team, (b) with the Borrower/implementing agency, bidders/consultants)	Restricted Info: "Official Use" ,or "Confidential", or "Strictly Confidential" depending on the content	(a) #9 Deliberative (within the team/Bank), (b) #9 Deliberative. Can also be #7 (Confidential Client/Third Party Information)	Eligible for declassification after 20 years unless it also pertains to exceptions 1 through 8 or 10(d)

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – CONSULTING SERVICES**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Discloser Exceptions/Classification
General				
Procurement Assessment	Procurement Assessment	Reports and Studies and Procurement Documents	Procurement Assessment	#9, Eligible for declassification unless also pertains to exceptions 1 through 8 or 10(d)
Procurement Plan	Procurement Plan	Reports and Studies and Procurement Documents	Procurement Plan	Public
General Procurement Notice	General Procurement Notice	Procurement Documents	Procurement Notice	Public
Protest/Complaint Documents from Consultant/Firm	Complaint from (consultant/firm) re:(procurement stage) for (describe goods, works & Bid#)	Procurement Documents	Procurement Complaint Document	#7, Restricted Info, not eligible for declassification
Batch A -Selection of Consultants or Firms				
Terms of Reference	Terms of Reference re: (describe service or activity)	Procurement Documents	Terms of Reference	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)
Cost Estimates	Cost estimates re: (describe service or activity)	Procurement Documents	Cost Estimates	Public (if in the PAD or published Procurement Plan. If not - #9)

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Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Discloser Exceptions/Classification
Advertising or Request for Expressions of Interest	Advertising or Request for Expressions of Interest re: (describe service or activity)	Procurement Documents	Procurement Notice	Public
Consultant Short Lists	Consultant shortlist re: (describe service or activity)	Procurement Documents	Consultant Shortlist	Short list – public after contract award. Short-listing report #9 and is eligible for declassification unless the Borrower marked the information confidential (in which case also #7)
Request for Proposal (RFP)	RFP re: (describe service or activity)	Procurement Documents	Request for Proposal	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)
Borrower's Request for No Objection of RFP	Request for no objection re: RFP for (describe service or activity)	Procurement Documents	Request for No Objection	#9, Eligible for declassification;
Bank Comments to RFP	Comments re: RFP for: (describe service or activity)	Procurement Documents	Letter	#9, Eligible for declassification;
Bank's No Objection or Comments (Objection) to RFP	No objection (objection) re: RFP for (describe service or activity)	Procurement Documents	No Objection or Objection	#9. Eligible for declassification
Amendments to the RFP	Amendments re: RFP for (describe service or activity)	Procurement Documents	Request for Proposal	#9, Eligible for declassification unless the Borrower marked the information confidential (in

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Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Discloser Exceptions/Classification
				which case also #7)
Technical Evaluation Report	Technical evaluation of firms re:(describe service or activity)	Procurement Documents	Technical and/or Financial Evaluation	#9, Eligible for declassification; unless the Borrower marked the information confidential (in which case also #7)
Minutes of Technical Proposals or Financial Proposals Opening	Minutes of technical or financial proposals opening re: (describe service or activity)	Procurement Documents	Minutes	Public
Combined Technical and Financial Evaluation Report	Combined technical and financial evaluation with recommendation of award to (consultant or firm) re: (describe service or activity)	Procurement Documents	Technical and/or Financial Evaluation	#9, Eligible for declassification unless the Borrower marked the report confidential (in which case also #7)
Bank's Comments to Combined Evaluation	Comments re: combined technical and financial evaluation for (describe service or activity)	Procurement Documents	Technical and Financial Evaluation	#9, Eligible for declassification
Bank's Internal or Borrower's "Supplemental" Communications	Memo, letter re: (describe key document, action and service or activity)	Procurement Documents	Memorandum Letter	#9 Eligible for declassification. If the Borrower's information is marked "confidential", then also #7)
Batch B – Contract Review/Award				
Draft Negotiated Contract	Draft contract with (individual or firm) re: (describe	Procurement	Contract	#9, Eligible for

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Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Discloser Exceptions/Classification
	service or activity)	Documents		declassification unless the Borrower marked the information confidential (in which case also #7)
Borrower's Request for No Objection	Request for no objection re: contract with (individual or firm) for (describe service or activity)	Procurement Documents	Request for No Objection	#9 , Eligible for declassification
Bank's No Objection or Comments (Objection) to Draft Contract	Comments re: draft contract with (individual or firm) for (describe service or activity)	Procurement Documents	Letter	#9. Eligible for declassification
Signed Contract	Contract with (individual or firm) re: (describe service or activity)	Procurement Documents	Contract	#7, not eligible for disclosure unless approved by Borrower (Contract award information is public and is published as per procurement guidelines)
Bank's Internal or Borrower's "Supplemental" Communications	Memo, letter re: contract for (describe service or activity)	Procurement Documents	Memorandum Letter	#9,ligible for disclosure If the Borrower's information is marked "confidential", then also #7)

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – CONSULTING SERVICES**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Discloser Exceptions/Classification
Batch C – Amendments				
Amendment to the Contract	Amendment (Variation Order) re: contract with (individual or firm) for (describe service or activity).	Procurement Documents	Contract	#7, Eligible for disclosure if borrower gives written consent (Similar to contract award information, information on amendments is published by borrower as per procurement guidelines)
Bank's No Objection/Objection to request for Amendment to Contract	No objection re: contract with (consultant or firm) for (describe service or activity).	Procurement Documents	No Objection or Objection	#9. Eligible for declassification
Bank's Internal or Borrower's "Supplemental" Communications	Memo, letter re: amendment to contract with (individual or firm) for (describe service or activity)	Procurement Documents	Memorandum Letter	#9 , Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)

Note: File in WBdocs all relevant information related to the Procurement Attributes section and file all scanned Procurement Documents according to the Procurement Checklist system or using the "Scan and Box" method. The sample key documents and procurement actions listed in these documents are representative of most procurement activities but it is not meant to be a comprehensive list.

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – GOODS AND WORKS**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Disclosure Exceptions/Classification
General				
Procurement Assessment	Procurement Assessment	Reports and Studies and Procurement Documents	Procurement Assessment	#9, Eligible for declassification unless pertains to other exceptions 1 through 8 or 10(d)
Procurement Plan and its updates	Procurement Plan	Reports and Studies and Procurement Documents	Procurement Plan	Public
General Procurement Notice	General Procurement Notice	Procurement Documents	Procurement Notice	Public
Protest/Complaint Documents from Supplier/Contractor	Complaint from (name of supplier/contractor) re:(procurement stage) for (describe goods, works & tender#)	Procurement Documents	Procurement Complaint Document	#7, Restricted Infor, not eligible for declassification
Batch A – Notification and Advertising				
Specific Procurement Notice	Specific Procurement Notice re: (describe goods, works & tender#)	Procurement Documents	Procurement Notice	Public
Batch B - Prequalification				
Prequalification Documents	Prequalification documents re: (describe goods, works & tender#)	Procurement Documents	Prequalification Document	#9, Eligible for declassification
Borrower's Request for No Objection of Prequalification Documents	Request for no objection re: prequalification documents for (describe goods, works & tender#)	Procurement Documents	Prequalification Document	#9, Eligible for declassification

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – GOODS AND WORKS**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Disclosure Exceptions/Classification
Bank's No Objection or Comments (Objection) to Prequalification Documents	Comments re: prequalification documents for (describe goods, works & tender#)	Procurement Documents	No Objection or Objection	#9, Eligible for declassification
Prequalification Report/List of Prequalified Bidders	Prequalification report re: (describe goods, works & tender#)	Procurement Documents	Bid Evaluation Report	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)
Bank's No Objection or Comments (Objection) to Prequalification Report	No objection (objection) re: prequalification report for (describe goods, works & tender#)	Procurement Documents	No Objection or Objection	#9 Eligible for declassification
Bank's Internal or Borrower's "Supplemental" Communications	Memo, letter, re: prequalification report for (describe goods, works & tender#)	Procurement Documents	Memorandum Letter	#9, Eligible for declassification. If the Borrower's information is marked "confidential", then also #7)
Batch C – Bidding				
Draft Bid Documents	Draft bid documents re: (describe goods, works & tender#)	Procurement Documents	Bid Document	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – GOODS AND WORKS**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Disclosure Exceptions/Classification
Borrower's Request for No Objection of Draft Bid Documents	Request for no objection re: draft bid documents for (describe goods, works & tender#)	Procurement Documents	Request for No Objection	#9, Eligible for declassification
Bank's No Objection or Comments (Objection) to Draft Bid Documents	No objection (objection) re: draft bid documents for (describe goods, works & tender#)	Procurement Documents	No Objection or Objection	#9 , Eligible for declassification
Final Bid Documents (as issued to bidders)	Bid documents re: (describe goods, works & tender#)	Procurement Documents	Bid Document	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)
Bank's Internal and/or Borrower's "Supplemental" Communications	Memo, letter re: bid documents for (describe goods, works & tender#)	Procurement Documents	Memorandum Letter	#9, Eligible for declassification. If the Borrower's information is marked "confidential", then also #7)
Batch D – Bid Evaluation				
Minutes of Bid Opening	Minutes re: bid opening (describe goods, works & tender#)	Procurement Documents	Minutes	Public
Bid Evaluation Report/Recommendation of Award and request for No objection	Bid evaluation report and recommendation of award re: (describe goods, works & tender#)	Procurement Documents	Bid Evaluation Report	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – GOODS AND WORKS**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Disclosure Exceptions/Classification
Bank's No Objection or Comments (No Objection) to Bid Evaluation Report	No objection (objection) re: bid evaluation report for (describe goods, works & Bid#)	Procurement Documents	No Objection or Objection	#9, Eligible for declassification;
Final Evaluation Report	Revised Bid evaluation report and recommendation of award re: (describe goods, works & tender#)	Procurement Documents	Bid Evaluation Report	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)
Bank Internal and Borrower's "Supplemental" Communications	Memo, letter re: bid evaluation for (describe goods, works & Bid#)	Procurement Documents	Memorandum Letter	#9, Eligible for declassification. If the Borrower's information is marked "confidential", then also #7)
Batch E – Contract Review/Award				
Signed Contract	Contract with (name of contractor) re: (describe goods, works & tender#)	Procurement Documents	Contract	#7, not eligible for declassification/disclosure unless approved by Borrower (Contract award information is public and is published as per procurement guidelines)

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – GOODS AND WORKS**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Disclosure Exceptions/Classification
Performance Security	Performance security for : Contract with (name of contractor) re: (describe goods, works & tender#)	Procurement Documents	Contract	#7, Not eligible for disclosure (needs borrower consent for disclosure)
Bank's Internal and Borrower's "Supplemental" Communications	Memo, letter re: contract with (name of supplier/contractor) for (describe goods, works & Bid#)	Procurement Documents	Memorandum Letter	#9, Eligible for declassification. If the Borrower's information is marked "confidential", then also #7)
Batch F - Amendments				
Draft Amendment to Contract and Borrower's Request for No Objection	Draft Amendment re: contract with (name of supplier/contractor) for (describe goods, works & Bid#)	Procurement Documents	Contract	#9, Eligible for declassification unless the Borrower marked the information confidential (in which case also #7)
Bank's No Objection or Comments (Objection) to Contract Amendment	Comments re: contract amendment with (name of supplier/contractor) for (describe goods, works & Bid#)	Procurement Documents	No Objection or Objection	#9, Eligible for declassification
Signed contract amendment	Amendment re: contract with (name of supplier/contractor) for (describe goods, works & Bid#)	Procurement Documents	Contract	#7, Eligible for disclosure if borrower gives written consent (Similar to contract award information, information on amendments is published by borrower as per procurement guidelines)

**ARCHIVES' GUIDELINES on What to Archive, Disclosure and Classification Requirements
at the time of archiving the Key Project Procurement Documents/Actions – GOODS AND WORKS**

Key Document/Action (Representative but not Comprehensive)	Suggested Syntax for Document Name	Subfolder	Document Types	Disclosure Exceptions/Classification
Bank Internal and Borrower's "Supplemental" Communications	Memo, letter re: amendment to contract with (name of supplier/contractor) for (describe goods, works & Bid#)	Procurement Documents	Memorandum Letter	#9, Eligible for declassification If the Borrower's information is marked "confidential", then also #7)

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