

# Carleton University Retention Schedule

## Section 4

### **FACILITIES AND PROPERTIES**

Records and data in this category document administration and maintenance of the university's built environment, infrastructure, utilities and facilities, major capital projects and renovation and space planning.

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### **CORPORATE RECORDS & ARCHIVES**

## Retention Schedule Instructions

Rule No.	Rule Name	SECTION NAME	Implementation Date
<b>Description</b> Description of administrative or operational functions and their key records. Units should contact Corporate Records and Archives if there is concern that the retention rule does not include their records under the function.			
<b>Office of Primary Responsibility</b> Identifies the department, unit, or position that has ultimate responsibility for the creation, management, retention, and disposition of the records covered under the rule.			
<b>Retention Summary</b> Summary of the length of time you must retain records in this rule after it is no longer active.			
<b>Final Disposition</b> How to dispose of the records once the retention period is finished – Archival Review ( <b>AR</b> ), Destruction ( <b>D</b> ), or Transfer to Corporate Archives ( <b>P</b> ). The key at the bottom of this page is on every rule in CURS.			
<b>Retention Rationale</b> Explanation for why the retention and disposition is set as it is. Often due to operations but can also include reference to university policy, legislation, or industry requirements.			
<b>Filing Notes/Location</b> Additional instructions for retention or disposition or instructions on handling edge cases in the records covered by the rule.			
<b>Secondary Copies</b> Instructions for record holders who are <b>not</b> the Office of Primary Responsibility.			
<b>Special Instructions</b> <i>Digitization:</i> Any instructions related to the digitization of hard copy records. <i>See also:</i> Pointers to other rules that might be similar/more appropriate for your use.			

**AR** = Corporate Records & Archives must review.

**D** = Secure Destruction/Deletion.

**P** = Permanent. Transfer to Corporate Archives.

**Secondary Copies** = Any copies of records that are in the custody of a department or unit that is **not** the Office of Primary Responsibility.

**Description**

Records relating to the establishment of department or unit policies, procedures and standards dealing with facilities and property management. Records are associated with the development of decisions, directions, and precedents that act as a reference for future decision-making. Records may include policy proposals, research papers, consultations, reports, final policy documents, operating procedures, and administrative practices.

**Office of Primary Responsibility**

Designated unit

**Retention Summary**

Retain in unit for 5 years after superseded or replaced.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational need.

**Filing Notes/Location**

Units may discuss and document an alternative retention length for unit policies and procedure records in consultation with Corporate Records and Archives. Contact Corporate Records and Archives for more information.

**Secondary Copies**

Transitory. Destroy when no longer needed for reference or convenience.

**Special Instructions**

Digitization: --

See also: For *University Policies, Procedures, and Standards*, see: **GOV-00**.

**AR** = Corporate Records & Archives must review.

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**P** = Permanent. Transfer to Corporate Archives.

**Secondary Copies** = Any copies of records that are in the custody of a department or unit that is **not** the Office of Primary Responsibility.

**FAC-01**

**Reports & Statistics**

**FACILITIES**

**2023-05**

**Description**

Records include reports as well as the supporting documentation and statistics created or used to produce reports related to facilities, environmental controls, sustainability, capital project planning, and delivery of mandates. Does not include external reports and statistics used as reference.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit for 10 years from creation of record.

**Final Disposition**

AR

**Retention Rationale**

Retention based on anticipated operational use.

**Filing Notes/Location**

Units may discuss and document an alternative retention length for unit reports and statistical records in consultation with Corporate Records and Archives. Contact Corporate Records and Archives for more information.

**Secondary Copies**

Transitory. Destroy when no longer needed for reference or convenience.

**Special Instructions**

Digitization: --

See also:

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**Secondary Copies** = Any copies of records that are in the custody of a department or unit that is **not** the Office of Primary Responsibility.

**Description**

Records made, received, or used by units in support of their programs, functions, activities, and operations. Records may include correspondence and memoranda, organizational charts, delegation of authority, studies, forms, transaction records, work orders, manuals, briefings, and issue notes.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit for minimum 7 years from completion of project.

**Final Disposition**

AR

**Retention Rationale**

Retention based on anticipated operational use.

**Filing Notes/Location**

Units may discuss and document an alternative retention length for facilities project management records in consultation with Corporate Records and Archives. Contact Corporate Records and Archives for more information.

**Secondary Copies**

Transitory. Destroy when no longer needed for reference or convenience.

**Special Instructions**

Digitization: --

See also: For *Architectural Drawings and Specifications*, see: **FAC-05**.

**AR** = Corporate Records & Archives must review.

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**P** = Permanent. Transfer to Corporate Archives.

**Secondary Copies** = Any copies of records that are in the custody of a department or unit that is **not** the Office of Primary Responsibility.

**Description**

Records documenting the proceedings and actions of standing or ad hoc committees tasked with the management of Carleton University facilities, space planning, built environment, sustainability efforts, and grounds.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit for minimum 3 years from creation.

**Final Disposition**

AR

**Retention Rationale**

Retention based on anticipated operational use.

**Filing Notes/Location**

Corporate Records and Archives can establish a specific retention schedule for committees and working groups after consulting with the unit responsible. Contact Corporate Records and Archives for more information.

**Secondary Copies**

Transitory. Destroy when no longer needed for reference or convenience.

**Special Instructions**

Digitization: --

See also: For *Board of Governor Committees (Building Program)*, see: **GOV-06**.

**AR** = Corporate Records & Archives must review.

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**P** = Permanent. Transfer to Corporate Archives.

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<b>FAC-04</b>	<b>Architectural Drawings &amp; Specifications</b>	<b>FACILITIES</b>	<b>2017-06</b>
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**Description**

Consists of records relating to building plans, specifications, construction drawings and plans.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit minimum 5 years from completion of project.

**Final Disposition**

P – Transfer to Corporate Records and Archives upon retention completion.

**Retention Rationale**

Retention based on anticipated operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**AR** = Corporate Records & Archives must review.

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**FAC-05**                      **Building Permits**                      **FACILITIES**                      **2017-06**

**Description**

Consists of records relating to applications and management of building or construction permits.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit for 7 years from completion of project.

**Final Disposition**

P - Transfer to Corporate Records and Archives upon retention completion.

**Retention Rationale**

Retention based on anticipated operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

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**Description**

Consists of records relating to the control of university movable assets including storage and inventory. Movable assets include any asset except real estate or other interests in land. Examples are equipment, furniture, and university vehicles. Records may include delivery notices, storage location lists and inventories.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit for 2 years from disposal of asset.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: For *Contracts and Agreements*, see: **ADM-05**.

**AR** = Corporate Records & Archives must review.

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**FAC-07                      Maintenance                      FACILITIES                      2017-06**

**Description**

Consists of records relating to service and maintenance requests, repairs for buildings and equipment on campus. May include correspondence, memoranda regarding projects, maintenance work, documentation of use of facilities and equipment, records of maintenance logs, tests, service reports, and work orders.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit for 7 years from end of fiscal year in which the record was created.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**AR** = Corporate Records & Archives must review.

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**Description**

Consists of records relating to the management of parking and transportation services. Records may include studies, reports, correspondence, violation notices, and appeals.

**Office of Primary Responsibility**

Campus Safety Services – Parking Services

**Retention Summary**

Retain in unit for 3 years from closure of file.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**AR** = Corporate Records & Archives must review.

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**Description**

Consists of records relating to bookings of meeting rooms, theatres and other facilities as part of ongoing operations of the University.

**Office of Primary Responsibility**

Unit responsible for room booking

**Retention Summary**

Retain in unit for 1 fiscal year.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

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**Description**

Consists of records relating to the supply and management of the University utilities including the procurement of electricity, the operation and maintenance of plants, boilers, and compressed air systems. Records may include meter readings, data analysis, inspection reports, power disruption reports, work orders and service reports.

**Office of Primary Responsibility**

Facilities Management and Planning

**Retention Summary**

Retain in unit for 10 years from creation.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

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