

AD6100 PHYSICAL PLANT SERVICES OPERATION

Records documenting operational functions at Physical Plant Services.

Includes strategic planning and daily operational activities.

Used for Physical Plant Services general functions. Specific functions see other AD6XXX schedules.

Not used for Construction and Engineering Project Management, see AD6200.

Not used for Physical Properties Maintenance and Custodial Services, see AD6300.

Not used for Real Property Development and Management, see AD6400.

Not used for Campus Planning and Development, see AD6500.

Not used for Physical Resources Management. See AD6600.

Not used for Fleet Vehicle Management, see AD6610.

Not used for Administration of Professional Workwear, see AD6620.

Not used for Sustainability, AD6700.

Not used for Parking Services, see AD6800.

Example documents include but are not limited to minutes, reports, correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.

OPR - Physical Plant Services

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Physical Plant Services Planning Files	ET + 2	3	DP/AR	NO

Records documenting the decision-making or recommendation activities of Physical Plant Services. Includes strategic plans, committee minutes, memos, reports, organizational reviews, team reviews. Also used for unit meeting files.

ET Definition: Activities completed or decisions made.

Disposition Plan: Official records to be transferred to the Archives at the end of the retention. All other copies are considered duplicate and shall be destroyed when no longer needed. Duplicate records should not be retained longer than official records.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

AD6100 was approved on 31/10/2013.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
32	Physical Plant Services Operations Files	ET + 2	0	D	YES

Records documenting the day-to-day operational activities of Physical Plant Services.

ET Definition: Activities completed or information no longer needed.

This schedule is for official records. Convenience or duplicate copies should not be kept longer than the official copy.

GLOSSARY

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