

AD6200 CONSTRUCTION AND ENGINEERING PROJECT MANAGEMENT

Records documenting the management of construction and engineering projects for the University.

Includes overseeing the planning, design services for all of the University's construction and renovation projects, including both minor and major renovations, adaptations, and maintenance construction. Includes overseeing the tender, construction, and close-out stages of projects on campus ensuring that all construction activities are managed through Physical Plant Services.

Also includes engineering design; provision of mechanical, electrical and structural/architectural services relating to all physical plant and facilities on campus.

Example documents include but are not limited to building plans, specifications, contracts, change orders, meeting notes, deficiency lists, inspection reports and so on.

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
30	Building Plans <i>Records consist of architectural drawings, structural drawings, mechanical drawings, electrical drawings, survey drawings, maps, specifications.</i> <i>ET Definition: Building disposed of.</i> <i>Disposition Plan: A digital copy of architectural drawings, survey drawings, maps and specifications transferred to the Archives every five year. The rest of the files will be transferred to the new owner or destroyed when the building is disposed of.</i>	ET + 0	0	DP/AR	NO
31	Building Construction and Engineering Project Files <i>Records consist of building construction/renovation project files and engineering project files. Used for planning, designing, inspecting and commissioning construction and renovation of structures and facilities. This category is not used for building plans. See AD6200-30.</i> <i>ET Definition: Project completed or information no longer needed, whichever is longer.</i>	ET + 2	5	D	NO

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

NO.	TYPE OF RECORD	Active yr(s)	Semi- Active	Dis- position	Personal Info
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This schedule is for official records. Convenience or duplicate copies should not be kept longer than the official copy.

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AD6200 was approved on 31/10/2013.