

## AD6300 PHYSICAL PROPERTIES MAINTENANCE AND CUSTODIAL SERVICES

Records documenting the services provided to operate and maintain buildings and other physical plant infrastructures of the University.

Includes operation and maintenance of the interiors and exteriors of buildings. Also includes the provision of custodial services.

Used for Fixit files and Asset Management System.

Example documents include but are not limited to service requests, work orders, time sheets, asset management system.

*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	<b>Building Custodial Services Files</b> OPR - FIXIT Co-ordinator <i>Records consist of work orders and time sheets.</i> <i>ET Definition: Data entered into the asset management system.</i>	ET + 1	0	D	NO
32	<b>Regular Building Maintenance files</b> OPR - FIXIT Co-ordinator <i>Records consist of service requests, work orders and time sheets.</i> <i>ET Definition: Data entered into the asset management system.</i> <i>Disposition Plan: Paper records to be kept up to two years, then to be destroyed.</i>	ET + 2	0	DP/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

AD6300 was approved on 31/10/2013.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
40	<b>Asset Management System</b> OPR - IT Support Administrator <i>Records consist of data in the asset management system and other supporting electronic documents that are used to provide building maintenance and custodial services. Include data in the following modules: Work Orders, Labour Reporting, Equipment, Preventative Maintenance, Job Plans, Purchasing and Inventory. Also includes inspection reports of highly regulated equipment such as elevators, boilers, chillers etc.</i> <i>ET Definition: Data entered into the asset management system.</i> <i>Disposition Plan: Data will be moved to an offline storage after 10 years, and to be kept for 25 years, then to be destroyed.</i>	ET + 10	25	DP/D	NO

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

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