

AD6400 REAL PROPERTY DEVELOPMENT AND MANAGEMENT

Records documenting functions and activities relating to university real property.

Includes the acquisition of property through transfer, lease, purchase or donation; includes the documentation relating to the sale or purchase of real estate (land and building, building, or land only); also includes the disposal of real property (buildings and land) declared surplus to the University requirements through its sale and demolition or removal.

Not used for Physical Properties Maintenance and Custodial Services. See AD6300.

Example documents include but are not limited to contracts, leases, 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	Real Property Acquisition Files <i>Records documenting acquiring of land, structures and buildings through purchase, donation, and transfer. Includes proof and transfers of ownership, appraisals, topographical information, architectural layout, expropriations, negotiations of purchase, deeds, and agreements.</i> <i>Records consist of appraisals, approvals, correspondence, drawings, maps, meeting notes, photographs, plans, records of ownership and land title.</i> <i>ET Definition: Property acquired.</i>	ET + 10	15	AR	NO
32	Real Property Disposal Files <i>Records consist of the documentation of the disposal of real properties owned by Queen's University by either sale, or transfer or demolition.</i> <i>ET Definition: Property disposed of.</i>	ET + 5	5	AR	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

AD6400 was approved on 31/10/2013.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
33	Lease Management	ET + 5	0	D	YES

Records consist of leases, sub-leases or rental agreements and other related documents.

ET Definition: Leases became inactive.

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

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