

AD6600 PHYSICAL RESOURCES MANAGEMENT

Records documenting the planning and administration of the physical resources.

Includes ordering and distribution of departmental supplies and establishing contracts with product and service suppliers. Also includes inventory management in PPS's central stores and area storerooms.

Example documents: correspondence, inventory forms.

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 - Department or Unit

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Materials Inventory Control Files	ET + 1	0	D	NO
<i>Records documenting materials inventory control. Used for verifying and tracking the receipt, usage, physical location, and disposal of equipment and furniture. Includes inventory lists, addition and deletion records, and transfers. Also includes vehicle registrations and licenses. Example documents: correspondence, inventory reports, vehicle registrations, transfer vouchers.</i>					
<i>ET Definition: Inventory revised.</i>					
Retention based on anticipated operational use.					
32	Materials Maintenance and Repair Files	ET + 2	0	D	NO
<i>Records documenting materials maintenance and repair. Used for tracking and monitoring the operation, upkeep and repair of equipment, furniture and vehicles. Includes arrangement of maintenance and repair services; service agreements; repairs and maintenance under warranty; safety inspections; work order management; and other maintenance and repair activities. Example documents: correspondence, inspection reports, logs, maintenance schedules, service agreements, work orders.</i>					
<i>ET Definition: Equipment disposed of, transferred or replaced or service discontinued.</i>					
Retention based on anticipated operational use.					

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 applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

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AD6600 was approved on 31/10/2013.