

Andrews University
 RECORDS RETENTION SCHEDULE (RRS)

AUARC Use only RG

BUILDINGS AND FACILITIES RECORDS

This records retention schedule will apply to the Andrews University campus and all of its affiliated institutions. Records disposition may not take place if there is an open records request, or if there is pending litigation or audit involving these records.

TRAINING AND ASSISTANCE: The staff of the Andrews University Archives and Records Center will provide training and assistance with the implementation of this general records schedule.

CONFIDENTIALITY: All record series that are transferred to the AUARC are treated as confidential with the exception of official Andrews University publications and those items that are designated as open records by the individual and/or office of origin.

APPROVALS: This document has been created for the office of the Legal Council from a Records Retention Schedule approved by the AUARC and the AUARC Committee.

CODES:
 Retention in Office: 00 = years, U = useful life in office/period of reference value
 Retention at RC/AHC: PERM = Permanent, 00 = years
 Disposal: Archives = University Archives, AHC = Adventist Heritage Center,
 D = discard/shred/erase, R = review with AUARC for PERM in RC, Archives or AHC, or D

Title of Record Series	Retention in Office	Retention in RC	Final Disposition	Comments
BUILDINGS AND FACILITIES				
<u>Buildings and Facilities Data Records</u> This series provides a composite record of background information on buildings and facilities. Records include building surveys and audits, physical description of buildings, construction project reports, equipment inventories, and other related data.	U	---	R	
<u>Facilities Management/Maintenance Records</u> Includes records of routine management, maintenance, and repair of buildings/facilities, grounds, and mechanical systems. They also cover such areas as: security (security logs and reports), space planning, parking management, disabilities access documentation, as well as supply, equipment and key inventory management.	U	---	D	
<u>Facilities Permit and Approval Records</u>	U	PERM		
CONSTRUCTION				
<u>Campus Master Plan Records</u>	U	---	Archives	
<u>Construction Project Administration Records</u> These include documents of all phases of the administration of construction and remodeling/renovation projects such as: project descriptions, proposals, bid requests, contracts, purchase orders, facilities use records, design proposals, meeting minutes, work forms, project programs, policy and legal discussion documents, check lists, specification books, videotapes, photographs, and related correspondence, including equal employment opportunity records pertaining to contractors and subcontractors.	U	R	R	Review 5 years after project account closing.

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BUILDINGS AND FACILITIES RECORDS
 (continuation sheet)

<u>Title of Record Series</u>	Retention in Office	Retention in RC	Final Disposition	Comments
<u>Construction Project Drawings, Maps, and Plans</u>	U	---	Archives	Note: Send two sets of the original drawings and maps, or best quality copies of the final version - as-built.
<u>Construction Project Planning and Proposal Records</u> These are for all new constructions and remodeling/renovation work of existing buildings and facilities. Records include feasibility and needs studies, space planning documents, artist's sketches, architects' proposals, models, plans and proposals, and related correspondence.	10	R	R	Note: A copy of final studies, plans, and reports should go to the Archives for PERM.
ENVIRONMENTAL HEALTH AND SAFETY				
<u>Environmental Health and Safety Records</u> Records include Material Safety Data Sheets (MSDS), hazardous material purchases and manifests documentation, listings of generated waste, hazardous materials incident reports, certificates of destruction, and related correspondence.	U	PERM		Note: <i>Asbestos and Lead Control Records</i> are filed as topical record. <i>Environmental Health and Safety Training Records</i> are filed with the employees personnel records.
EQUIPMENT				
<u>Equipment Records</u> This series provides a record of equipment purchased and/or maintained by the unit. It includes invoices, requisitions or purchase orders, vendor information, instruction manuals, maintenance agreements/contracts, warranties, repair and service documentation, inventories, and related correspondence.	U+5	---	D	Note: Maintain records five years after final disposition of equipment.