

## **Retention Periods for Records Created by FM Contracts & Building Compliance Unit - Facilities Management -**

Prepared by IMS Records Management Advisor – 21/04/2015 (V3)  
GDA & Record Class references updated to reflect merger by  
Archives NZ of GDAs 1,2 3 & 4 into the new GDA6.

**Important Note 1:** *If the records you want to destroy are not covered below please refer to the Disposing of Records at Unitec Procedure and/or consult the Manager, Information & Policy.*

**Important Note 2:** *Any record that must be kept for a specifically stated time period must be recorded on a Disposal Register and this Register checked by the Manager, Information & Policy before disposing the records. Refer Disposing of Records at Unitec Procedure for further info.*

### **Records related to the provision of building services and the management of the buildings (including compliance)**

*Examples include: Building Warrant of Fitness; Building Certifications; Fire Safety Certificates; Alarm Testing Certificates; Records evidencing services carried out on buildings such as cleaning, maintenance (building, chattels and amenities) and pest control.*

GDA & Records Class = GDA6 / 5.1.1

Disposal Action = Destroy when no longer needed for business purposes

Dept Approver Authorise Disposal = Manager, FM Contracts & Building Compliance

### **Records covering the routine admin of managing buildings and the provision of building services**

*Examples include: Answering general queries; general correspondence dealing with minor matters; notifications of plant/electrical shutdowns; building registration/naming; directional signage*

GDA & Records Class = GDA6 / 5.1.1

Disposal Action = Destroy when no longer needed for business purposes

Dept Approver Authorise Disposal = Manager, FM Contracts & Building Compliance

### **Tender Reports/Proposals from Goods and/or Service Providers**

GDA & Records Class = GDA6 / 4.2.4

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Manager, FM Contracts & Building Compliance

### **Agreements / Contracts which involve significant expenditure of operational or capital funds**

*Examples include: Contracts for purchase of major capital assets; Contracts for receipt of consultancy/project services where total cost of these services represents significant portion of an operational / project budget*

GDA & Records Class = GDA6 / 4.2.2

Disposal Action

1. If copies of signed originals (Originals should be held in Unitec's Legal & Contracts Office) destroy when no longer needed for operational purposes
2. If signed originals - Never Destroy. These must be retained permanently. Send to Unitec's Legal & Contracts Office for recording on Contracts Register and storing centrally.

### **Agreements for the provision / supply of routine goods and/or services where total cost of agreement is not considered significant expenditure**

*Examples include: Cleaning, Grounds, Waste, Recycling Contracts; Purchase of routine supplies Contracts; Maintenance / routine check Contracts*

GDA & Records Class = GDA6 / 4.2.3

Disposal Action

1. If copies of signed originals (Originals should be held in Unitec's Legal & Contracts Office) destroy when no longer needed for operational purposes
2. If signed originals - These must be retained for 7 years from date of agreement termination and when all conditions of agreement have been met. Send to Unitec's Legal & Contracts Office for recording on Contracts Register and storing centrally.

### **Professional Interest Magazines**

GDA & Records Class = GDA7 / 1.8

Disposal Action = Destroy when no longer wanted

Dept Approver Authorise Disposal = Manager, FM Contracts & Building Compliance

### **Brochures about Systems / Equipment**

*(if equipment was never purchased)*

GDA & Records Class = GDA7 / 1.3

Disposal Action = Destroy when no longer wanted

Dept Approver Authorise Disposal = Manager, FM Contracts & Building Compliance

**Note:** If system / equipment was purchased then brochure should be kept until system / equipment no longer being used.

### **Monthly Activity Reports submitted to Director**

GDA & Records Class = GDA6 / 1.2.3

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Manager, FM Contracts & Building Compliance