

Retention Periods for Records Created by 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.

NOTE: For records related to the Contracts & Compliance area of FM and the Security Centre, refer to the separate documents that have been created for these areas.

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.

TENDERS / AGREEMENTS

1. 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 = Director, Facilities Management

2. 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

- If copies of signed originals (Originals should be held in Unitec's Legal & Contracts Office) destroy when no longer needed for operational purposes
- 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.

3. 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

- If copies of signed originals (Originals should be held in Unitec's Legal & Contracts Office) destroy when no longer needed for operational purposes

- 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.

4. Fixed Term Property Access & Concession Rights (Granted to or by Unitec)

Examples include: Legal agreements and associated documents (plans/diagrams) granted to or by Unitec that give fixed term property access and concession rights e.g. right of way, easements, land encroachments).

GDA & Records Class = GDA6 / 5.1.6

Disposal Action = Destroy 2 yrs after date of agreement termination and when all conditions of agreement have been met.

Dept Approver Authorise Disposal = Director, Facilities Management

5. Rental Agreements for Property Owned &/or Administered by Unitec – Includes lists of tenants and correspondence with tenants

GDA & Records Class = GDA6 / 5.1.7

Disposal Action = Destroy 7 years from date of agreement termination and when all conditions of agreement have been met.

Dept Approver Authorise Disposal = Director, Facilities Management

6. Lease Agreements for Property Owned &/or Administered by Unitec – Includes lists of tenants and correspondence with tenants

GDA & Records Class = GDA6 / 5.1.7

Disposal Action = Destroy 7 years from date of lease termination and when all conditions of lease have been met.

Dept Approver Authorise Disposal = Director, Facilities Management

BUILDING PROJECTS / MANAGEMENT of BUILDINGS

1. Records related to the provision of building services and the management of the buildings

Examples include: Records related to accommodation moves e.g. building layouts; space allocation; planning and organisation; Rent / rates and valuation records; 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 = Director, Facilities Management

2. 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 = Director, Facilities Management

3. Original or Master records related to major construction works / engineering projects i.e. cost represents a significant capital expenditure outlay or a significant portion of an operational budget

Examples include: Final construction designs/plans specifications; records of methods & designs used; summary project progress & inspection reports by architects & contractors; approval certificates.

GDA & Records Class = GDA6 / 5.1.2

Disposal Action = **Never Destroy** – These must be kept permanently

Note: Copies/duplicates of the master records (i.e. records received by others for the purpose of keeping them informed on project progress) can be destroyed as soon as the recipient no longer requires the records

4. Original or Master records related to minor construction works / engineering projects i.e. cost does not represent a significant capital expenditure outlay or a significant portion of an operational budget

Examples include: Records related to routine maintenance and upkeep e.g. office or building refurb/redecorating; Records related to minor everyday type construction e.g. fences, landscaping, gardening, pathways etc.

GDA & Records Class = GDA6 / 5.1.3

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Director, Facilities Management

5. Original or Master Site Plans & Building Details of Unitec Owned Properties

Examples include: Final Building Specifications; Final Plans including floor plans; Final drawings; Plan/map registers and indexes

GDA & Records Class = GDA6 / 5.1.4

Disposal Action = **Never Destroy** – These must be kept permanently

Note: Copies/duplicates of the master records (i.e. records received by others for the purpose of keeping them informed on project progress) can be destroyed 2 years after the recipient receives them.

6. Site Plans & Building Details of Properties not owned by Unitec e.g. leased buildings

Examples include: Final Building Specifications; Final Plans including floor plans; Final drawings; Plan/map registers and indexes

GDA & Records Class = GDA6 / 5.1.5

Disposal Action = Destroy (7 yrs after end of lease)

Dept Approver Authorise Disposal = Director, Facilities Management

FINANCIAL

1. Invoices & Receipts / Banking Records

Where originals have not been submitted to Finance Dept

a) Student related

GDA & Records Class = ITP GDA / 2.2.4

Disposal Action = Destroy (after 7 yrs)

Dept Approver to Authorise Disposal = Director, Facilities Management

Note: If originals are sent to the Finance Dept to action payment / bank money received; destroy the 'copies' you are holding as soon as you feel you don't need them anymore. Don't need to log on a Disposal Register.

b) Not student related

GDA & Records Class = GDA6 / 4.3.2

Disposal Action = Destroy (after 7 yrs)

Dept Approver to Authorise Disposal = Director, Facilities Management

Note: If originals are sent to the Finance Dept to action payment / bank money received; destroy the 'copies' you are holding as soon as you feel you don't need them anymore. Don't need to log on a Disposal Register.

MEETINGS / DEPARTMENT ACTIVITY REPORTS

1. Department / Team Meeting Minutes & Agenda Papers

GDA & Records Class = ITP GDA / 6.2.8

Disposal Action = Destroy (after 12 months)

Dept Approver Authorise Disposal = Director, Facilities Management

2. Monthly Activity Reports submitted to Executive Director

GDA & Records Class = GDA6 / 1.2.3

Disposal Action = Destroy (after 7 yrs)

Dept Approver Authorise Disposal = Director, Facilities Management

STAFF PERSONNEL RECORDS

All staff personnel files created by managers for their own staff must be sent to HR as soon as the staff member leaves Unitec / or transfers to a new Unitec department. HR will then check content against the master Personnel File they will be holding on this staff member, add content to this master file as required and then dispose confidentially of all duplicate records.

OTHER

1. Professional Interest Magazines

GDA & Records Class = GDA7 / 1.8

Disposal Action = Destroy when no longer wanted

Dept Approver Authorise Disposal = Director, Facilities Management

2. 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 = Director, Facilities Management

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