

HERITAGE AND INFORMATION GOVERNANCE
Records Retention Schedule for Facilities Management

This retention schedule is based on the recommendations made by the Joint Information Systems Committee. The letter indicates the final disposition of each type of record, and applies to original records. Where copies of originals are kept locally, these can be destroyed when these are no longer required.:

A = 1 copy to be transferred to the University Archive. See Retention Schedule Guidelines for further details.

D = Destroyed.

The number following the letter code indicates the period (in years) after which records may be destroyed, and is the minimum retention period required by best practice or legislation. It assumes a new file is opened at the start of each academic, calendar or financial year, and is **always** calculated from the date of the last record in the file.

Facilities means defined areas of land and defined interior areas of buildings which are designated for specific use. Indoor facilities include: reception areas; offices; teaching and learning areas; libraries; museum galleries; studios; laboratories; workshops; kitchens; restaurants and bars; theatres and cinemas; shops; sports facilities; accommodation facilities; toilets; store rooms; plant rooms; garages. Outdoor facilities include: sports fields, athletic tracks etc.; car parks; paths; gardens.

FOLDER STRUCTURE	Examples of Types of Record	Retention Period	Authority
FACILITIES/STRATEGY - identifying requirements for new/revised strategy - undertaking research - developing strategy proposals - consulting on strategy proposals - reviewing and revising strategy proposals in the light of comments received - drafting strategy documents - consulting on strategy documents - reviewing draft strategy documents in the light of comments received - producing final strategy documents - submitting final strategy documents for formal endorsement - formally endorsing strategy documents - disseminating strategy documents - reviewing strategy	Key records documenting the development and establishment of the institution's facilities management strategy. Working papers documenting development and establishment of the institution's facilities management strategy.	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of strategy + 1 year	

Records Retention Schedule for Facilities Management (2)

FACILITIES/POLICY - identifying requirements for new/revised policy - undertaking research - developing policy proposals - consulting on policy proposals - reviewing and revising policy proposals in the light of comments received - drafting policy documents - consulting on policy documents - reviewing draft policy documents in the light of comments received - producing final policy documents - submitting final policy documents for formal approval - formally approving policy documents - disseminating policy documents - reviewing policy	Key records documenting the development and establishment of the institution's facilities management policies. Working papers documenting development and establishment of the institution's facilities management policies.	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of policy + 1 year	
FACILITIES/PROCEDURES - identifying needs for new/revised procedure - undertaking research - analysing work processes - drafting procedure documents - consulting on procedure documents - reviewing draft procedure documents in the light of comments received - trailing procedure - refining procedure as a result of trials - submitting final procedure documents for formal approval - formally approving procedure documents - disseminating procedure documents - reviewing procedure.	Master copies of procedures relating to facilities management. Development of the institution's procedures relating to facilities management.	A: Superseded + 10 years Copy to the University Archive after approval for permanent retention. D: Issue of procedures + 1 year	

Records Retention Schedule for Facilities Management (3)

FACILITIES/COMPLIANCE Activities involved in complying with legislative requirements relating to the management of specific types of facilities, including: - enabling inspections by enforcing authorities - ensuring the proper maintenance of required licensing or certification. Some types of facilities are subject to specific legislation, or must comply with specific standards concerning layout, environmental conditions, types of fixtures and fittings etc. Examples include: kitchens; laboratories; childcare facilities; archives storage facilities; animal housing facilities.	Conduct and outcomes of inspections of facilities by enforcing authorities. Original licences and certificates	D: Completion of subsequent inspection A longer retention period may be advisable for particular types of facilities (e.g. where there are significant health and safety risks) in order to maintain evidence of effective management over time. D: Superseded	
FACILITIES/DEVELOPMENT Activities involved in developing new facilities and re-developing existing facilities, including: - specifying requirements - preparing design schemes - obtaining permits for specific types of work - inspecting completed works and arranging external inspections to obtain necessary certifications. For indoor facilities: - decorating - installing fixtures, fittings and furnishings. For outdoor facilities: - groundwork - gardening - installing fixtures, fittings and furniture.	Specification of requirements for facilities e.g. Lecture Theatres Development of interior design and fit-out schemes. Carrying out of interior decoration and fitting-out works.	D: Completion of works + 15 years D: Completion of works + 15 years D: Completion of works + 15 years	Limitation Act 1980 c.58 s14 Prescription and Limitation (Scotland) Act 1973 c.52 ss7, 8 Limitation Act 1980 c.58 s14 Prescription and Limitation (Scotland) Act 1973 c.52 ss7, 8 Limitation Act 1980 c.58 s14 Prescription and Limitation (Scotland) Act 1973 c.52 ss7, 8

Records Retention Schedule for Facilities Management (4)

FACILITIES/MAINTENANCE Activities involved in maintaining facilities, including: - conducting inspections - establishing and implementing planned maintenance programmes - carrying out reactive maintenance. For maintaining equipment, use EquipmentConsumables/Maintenance	Routine inspections of facilities. Carrying out of major maintenance works within facilities. Carrying out of minor maintenance works within facilities.	D: Completion of two subsequent inspections D: Completion of works + 15 years D: Current year + 5 years	Retaining inspection records provides evidence of effective property management over time. Limitation Act 1980 c.58 s14B Prescription and Limitation (Scotland) Act 1973 c.52 ss7, 8
FACILITIES/SECURITY Activities involved in protecting facilities from accidental or intentional damage and in preventing unauthorised access, including: - conducting security inspections - conducting routine surveillance operations (e.g. guarding, patrol and CCTV surveillance) to prevent and detect unauthorised access - responding to, and investigating, security breaches or incidents. For installation of security equipment, use Facilities/Development or EquipmentConsumables/Installation, depending on the type of equipment. For maintenance of security equipment, use Facilities/Maintenance or EquipmentConsumables/Maintenance, depending on the type of equipment.	Conduct and outcomes of security inspections of facilities. Conduct of routine surveillance of facilities. Occurrences of unauthorised access to facilities, and action taken.	D: Completion of two subsequent inspections Retaining inspection records provides evidence of effective property management over time. D: Creation + 1 month D: Last action on incident + 1 year	