



**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
<b>FACILITIES/STRATEGY</b> <ul style="list-style-type: none"> <li>• identifying requirements for new/revised strategy</li> <li>• undertaking research</li> <li>• developing strategy proposals</li> <li>• consulting on strategy proposals</li> <li>• reviewing and revising strategy proposals in the light of comments received</li> <li>• drafting strategy documents</li> <li>• consulting on strategy documents</li> <li>• reviewing draft strategy documents in the light of comments received</li> <li>• producing final strategy documents</li> <li>• submitting final strategy documents for formal endorsement</li> <li>• formally endorsing strategy documents</li> <li>• disseminating strategy documents</li> <li>• reviewing strategy</li> </ul>	<p>Key records documenting the development and establishment of the institution's facilities management strategy.</p> <p>Working papers documenting development and establishment of the institution's facilities management strategy.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of strategy + 1 year</p>	

## Records Retention Schedule for Facilities Management (2)

<p><b>FACILITIES/POLICY</b></p> <ul style="list-style-type: none"> <li>• identifying requirements for new/revise d policy</li> <li>• undertaking research</li> <li>• developing policy proposals</li> <li>• consulting on policy proposals</li> <li>• reviewing and revising policy proposals in the light of comments received</li> <li>• drafting policy documents</li> <li>• consulting on policy documents</li> <li>• reviewing draft policy documents in the light of comments received</li> <li>• producing final policy documents</li> <li>• submitting final policy documents for formal approval</li> <li>• formally approving policy documents</li> <li>• disseminating policy documents</li> <li>• reviewing policy</li> </ul>	<p>Key records documenting the development and establishment of the institution's facilities management policies.</p> <p>Working papers documenting development and establishment of the institution's facilities management policies.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of policy + 1 year</p>	
<p><b>FACILITIES/PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• identifying needs for new/revise d procedure</li> <li>• undertaking research</li> <li>• analysing work processes</li> <li>• drafting procedure documents</li> <li>• consulting on procedure documents</li> <li>• reviewing draft procedure documents in the light of comments received</li> <li>• trialling procedure</li> <li>• refining procedure as a result of trials</li> <li>• submitting final procedure documents for formal approval</li> <li>• formally approving procedure documents</li> <li>• disseminating procedure documents</li> <li>• reviewing procedure.</li> </ul>	<p>Master copies of procedures relating to facilities management.</p> <p>Development of the institution's procedures relating to facilities management.</p>	<p>A: Superseded + 10 years Copy to the University Archive after approval for permanent retention.</p> <p>D: Issue of procedures + 1 year</p>	



### Records Retention Schedule for Facilities Management (4)

<p><b>FACILITIES/MAINTENANCE</b>            Activities involved in maintaining facilities, including:</p> <ul style="list-style-type: none"> <li>• conducting inspections</li> <li>• establishing and implementing planned maintenance programmes</li> <li>• carrying out reactive maintenance.</li> </ul> <p>For maintaining equipment, use  <b>EquipmentConsumables/Maintenance</b></p>	<p>Routine inspections of facilities.</p> <p>Carrying out of major maintenance works within facilities.</p> <p>Carrying out of minor maintenance works within facilities.</p>	<p>D: Completion of two subsequent inspections</p> <p>D: Completion of works + 15 years</p> <p>D: Current year + 5 years</p>	<p>Retaining inspection records provides evidence of effective property management over time.</p> <p>Limitation Act 1980 c.58 s14B            Prescription and Limitation (Scotland) Act 1973 c.52 ss7, 8</p>
<p><b>FACILITIES/SECURITY</b>            Activities involved in protecting facilities from accidental or intentional damage and in preventing unauthorised access, including:</p> <ul style="list-style-type: none"> <li>• conducting security inspections</li> <li>• conducting routine surveillance operations (e.g. guarding, patrol and CCTV surveillance) to prevent and detect unauthorised access</li> <li>• responding to, and investigating, security breaches or incidents.</li> </ul> <p>For installation of security equipment, use  <b>Facilities/Development</b> or  <b>EquipmentConsumables/Installation</b>, depending on the type of equipment.</p> <p>For maintenance of security equipment, use  <b>Facilities/Maintenance</b> or  <b>EquipmentConsumables/Maintenance</b>, depending on the type of equipment.</p>	<p>Conduct and outcomes of security inspections of facilities.</p> <p>Conduct of routine surveillance of facilities.</p> <p>Occurrences of unauthorised access to facilities, and action taken.</p>	<p>D: Completion of two subsequent inspections            Retaining inspection records provides evidence of effective property management over time.</p> <p>D: Creation + 1 month</p> <p>D: Last action on incident + 1 year</p>	