

# RECORDS MANAGEMENT MANUAL

## STATE GOVERNMENT AGENCIES

### SCHEDULE NO. 6

#### FACILITY MANAGEMENT RECORDS

##### **6-1. Americans With Disabilities Act (ADA) Files**

Records that indicate compliance to Americans with Disabilities Act (ADA). Included are surveys of government buildings to determine accessibility to the physically challenged, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

Retention

Record copy: Retain by agency for 15 years and then destroy.

Duplicate copies: Retain until superseded and then destroy.

##### **6-2. Appraisal Files**

Files including location, description, value, and photographs of property.

Retention

Record copy: Retain until superseded or obsolete and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

##### **6-3. As-Built Construction Plans and Specifications**

Final plans and specifications for approved and constructed state buildings.

Retention

Record copy: Permanent. Retain until microfilmed and then transfer copy of microfilm to State Archives.

Duplicate copies: Retain for 5 years and then destroy.

##### **6-4. Building and Equipment Service Files**

Requests for building and equipment maintenance services, excluding fiscal copies.

Retention

Record copy: Retain by Facilities Management for 3 years after fiscal year ends and then destroy.

Duplicate copies: Retain by agency for 3 months after work is performed or requisition canceled and then destroy.

##### **6-5. Construction Budget Requests**

Construction requests sent to the Joint Budget Committee/Capital Development Committee that reveal budgetary impacts of planned construction.

Retention

Record copy: Retain by agency for 5 years and then destroy.

Duplicate copies: Retain by agency for 3 years and then destroy.

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##### **6-6. Construction Plans In-Review**

Preliminary designs and specifications prepared by architectural firms for review by state agency.

Retention

Record copy: Retain for 1 year after approval of final plans or rejection and then destroy.

Duplicate copies: Retain until construction phase begins and then destroy.

##### **6-7. Construction Project Case Files**

Case files documenting the construction of new buildings and the renovation of rented building for state use.

Retention

Record copy: Permanent. Retain until microfilmed and then transfer copy of microfilm to State Archives.

Duplicate copies: Retain for 6 years and then destroy.

##### **6-8. Facilities Management Guidelines**

Information pertaining to disability access, historic preservation, energy conservation, environmental protection and planning.

Retention

Record copy: Retain until superseded or obsolete then destroy.

Duplicate copies: Retain until no longer needed then destroy.

##### **6-9. Maintenance Work Orders**

Requests from agencies for repair of building equipment, minor construction, or painting.

Retention

Record copy: Retain by Facilities Management for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

##### **6-10. Natural Disaster and Damage Survey of Public Buildings**

Survey and analysis of damage done to public building during natural disasters.

Retention

Record copy: Permanent. Retain by Facilities Management for 10 years and then transfer to State Archives.

Duplicate copies: Retain for 3 years and then destroy.

##### **6-11. Space Utilization Reports**

Reports on the amount of floor space in agency buildings, number of rooms, and the capacity.

Retention

Record copy: Retain until superseded or obsolete and then destroy.

Duplicate copies: Retain until no longer needed then destroy.

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##### **6-12. Under-Construction Plans and Specifications**

Specifications used by contractors and architects as guidelines to construct previously designed buildings.

##### Retention

Record copy: Retain until superseded or obsolete and then destroy.

Duplicate copies: Retain until superseded or obsolete and then destroy.