

## **Equipment and Supplies (E)**

### **General (001 – 009)**

E01      General

### **Asset Management (010 – 019)**

E10      Asset Control and Inventory

E11      Asset Disposal and Surplus

### **Equipment Maintenance (020 – 029)**

E20      Office Equipment and Supplies

E21      Other Equipment and Supplies

E22      Furniture and Furnishings

E23      University Vehicles

**E01****General**

Consists of records of a general nature relating to the management of equipment and supplies of the University that do not fit elsewhere in this section.

**Master Copy****Retention**

2 years after last action

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Review the "General" folder periodically to ensure that it does not contain documents that should have been filed under other records series.

**E10****Asset Control and Inventory**

Consists of records relating to the control and tracking of the University's movable assets including equipment, furniture, movable fixtures and fittings, and university vehicles. Also includes inventory for office supplies and stationery. Record may include asset form, copies of purchase orders, copies of invoices and reimbursement claim form, stock inventories, equipment loan form and register, etc.

**Master Copy****Retention**

3 years after superseded / obsolete

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

**E11****Asset Disposal and Surplus**

Consists of records relating to disposal or transfer of obsolete or surplus movable assets of the University. Records may include disposal forms, approvals for disposal, bidding forms, reports of loss of University property, receipts for sale or donation of the surplus assets, summary reports for disposal, copies of purchase orders and warranties, etc.

**Master Copy****Retention**

7 years after assets disposed of

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

B10 – Real Property Acquisition and Disposition

**Retention Rationale**

The suggested retention period meets the requirements of the following legislation:

- *Inland Revenue Ordinance (Cap 112), s.51,C(1)* – Business records related to income and expenditure be kept for not less than 7 years

**Filing Guidelines**

**E20****Office Equipment and Supplies**

Consist of records relating to maintenance and repairs of office equipment and supplies, including computers and their peripherals. Records may include product and service information, copies of purchase orders, warranties, operation manuals, maintenance and repair logs, etc.

**Master Copy****Retention**

2 years after assets disposed of

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**E10** – Asset Control and Inventory

**E11** – Asset Disposal and Surplus

**Retention Rationale****Filing Guidelines**

**E21****Other Equipment and Supplies**

Consist of records relating to maintenance and repairs of equipment and supplies other than computers and office equipment. Examples are laboratory and research equipment, engineering equipment, medical equipment, plumbing supplies, janitorial supplies, etc. Records may include product and service information, copies of purchase orders, warranties, operation manuals, maintenance and repair logs, etc.

**Master Copy****Retention**

2 years after assets disposed of

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**E10** – Asset Control and Inventory

**E11** – Asset Disposal and Surplus

**Retention Rationale****Filing Guidelines**

**E22****Furniture and Furnishings**

Consist of records relating to maintenance and repairs of furniture and furnishings including desks and chairs, bookshelves, filing cabinets, blinds and carpets, linens, bedding, etc. Records may include product and service information, copies of purchase orders, warranties, operation manuals, maintenance and repair logs, etc.

**Master Copy****Retention**

2 years after assets disposed of

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**E10** – Asset Control and Inventory

**E11** – Asset Disposal and Surplus

**Retention Rationale****Filing Guidelines**

**E23****University Vehicles**

Consist of records relating to management and maintenance of University owned vehicles. Records may include product and service information, copies of purchase orders, warranties, operating standards, registrations and licenses, copies of leases for vehicle rentals, maintenance and repair logs, etc.

**Master Copy****Retention**

2 years after vehicles disposed of

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**E10** – Asset Control and Inventory

**E11** – Asset Disposal and Surplus

**Retention Rationale****Filing Guidelines**