

Buildings and Properties (B)

General (001 – 009)

B01 General

Construction and Renovations (010 – 019)

B10 Real Property Acquisition and Disposition

B11 Construction and Renovations

B12 Blueprints, Plans and Drawings

Facilities Management (020 – 029)

B20 Building Maintenance and Repairs

B21 Custodial Services

B22 Grounds Maintenance

B23 Pest Control

B24 Utilities

B25 Sustainability Management

Reserved (030 – 039)

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B40 Campus Planning

Waste and Recycling Management (050 – 059)

B50 Hazardous Waste Management

B51 Recyclable Waste Management

Campus Security (060 – 069)

B60 Campus Security

B61 Investigation Case Files – Minor Cases

B62 Investigation Case Files – Serious Cases

B63 Access Control

B01**General**

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

Master File**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.

B10**Real Property Acquisition and Disposition**

Consists of records relating to the acquisition of real property for the University through purchase or donation, and the sale, lease and other disposition of such real property. Records may include feasibility studies, proposals and appraisal reports, geotechnical and structural surveys, contracts and agreements, leases and deeds, plans, drawings and specifications.

Master File**Retention**

15 years after disposal of real property

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

B12 – Blueprints, Plans, and Drawings
E11 – Assets Disposal and Surplus

Retention Rationale

The recommended retention period meets the requirements of the legislated limitation periods set for contracts and torts, and certain other actions under Section 4 of the *Limitation Ordinance (Chapter 347)*.

- 6 years for contracts and torts – s.4(1)(a)
- 12 years for specialties – s.4(3)

Filing Guidelines

Approved building plans and specifications, as-built drawings and floor plans should be kept separately from project files and centralized in one area for ease of access and version control purposes.

University Archives will retain design plans and specification, as-built drawings, and floor plans of University buildings, facilities and infrastructure, for their significant evidential, informational and historical values.

B11**Construction and Renovations**

Consists of records relating to facilities planning, capital works construction, building alterations, additions and improvements at the University. Records may include requests for proposal or tender, cost estimates, commissioning reports, surveys, contracts, project management documentation, reports submitted to University Grants Committee (UGC) for funding bids, consents to commence building works, copies of building plans and specifications, testing and inspection reports, and occupation permits.

Master File**Retention**

15 years after completion or cancellation of projects

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

B12 – Blueprints, Plans and Drawings

Retention Rationale

The recommended retention period meets the requirements of various legislated limitation periods set forth in the *Limitation Ordinance (Chapter 347)*

- 6 years for contracts and torts – s.4(1)(a)
- 12 years for specialties – s.4(3)
- 3 years for personal injuries – s.27(4) & (5)
- 15 years for negligence actions not involving personal injuries – s.32 (1)

Filing Guidelines

Approved building plans and specifications, as-built drawings and floor plans should be kept separately from project files and centralized in one area for ease of access and version control purposes.

University Archives will retain design plans and specification, as-built drawings, and floor plans of University buildings, facilities and infrastructure, for their significant evidential, informational and historical values.

B12**Blueprints, Plans and Drawings**

Consists of approved building plans and specifications, as-built drawings, floor plans, property maps, renovation plans, etc., for University owned buildings and properties.

Master File**Retention**

Life of the building

Disposition

Transfer to Archives

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

B10 – Real Property Acquisition and Disposition
 B11 – Construction and Renovations

Retention Rationale**Filing Guidelines**

Approved building plans and specifications, as-built drawings and floor plans should be kept separately from project files and centralized in one area for ease of access and version control purposes.

University Archives will retain design plans and specification, as-built drawings, and floor plans of University buildings, facilities and infrastructure, for their significant evidential, informational and historical values.

B20**Building Maintenance and Repairs**

Consists of records relating to the maintenance and repairs of the University buildings and facilities including carpentry, painting, plumbing, electrical, cement, inspections for the elevators and fire alarms, and maintenance of HVAC (Heat, ventilation, air conditioning) system. Records may include work orders, service reports, maintenance and test logs, copies of floor plans and engineering drawings, etc.

Master File**Retention**

10 years after last inspection or project completed

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale**

Retention based on requirements of the following ordinances / regulations:

- *Lifts and Escalators Ordinance (Cap 618), s.23 (1); & Part 3 of Schedule 5* – Examination of lifts with load performed once every five years
- *Electricity (Wiring) Regulations (Cap 406E), 20,(4)* – Low voltage fixed electrical installations be inspected, tested and certified once every 5 years

The ten-year retention allows the responsible units to have the inspection information available for two examination cycles.

Filing Guidelines

Approved building plans and specifications, as-built drawings and floor plans should be kept separately from project files and centralized in one area for ease of access and version control purposes.

B21**Custodial Services**

Consists of records relating to the administration and provision of custodial services at the University including garbage pickup and disposal, carpet cleaning, moving furniture and equipment, setting up for special events, etc. Records may include work orders, service reports.

Master File**Retention**

2 years after last action

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

B50 – Hazardous Waste Management

B51 – Recyclable Waste Management

Retention Rationale**Filing Guidelines**

B22**Grounds Maintenance**

Consists of records relating to the general care and maintenance of campus grounds and landscaping including cleaning, maintenance and repairs of campus roadways and sidewalks, planting and maintenance of flower beds, shrubs and trees. Records may include service requests, work orders, maintenance schedules, etc.

Master File**Retention**

2 years after last action

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

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

B23**Pest Control**

Consists of records relating to the planning and implementation of pest control measures in the University. Records may include work orders, service reports, copies of Materials Safety Data Sheet (MSDS) of the pesticides and manufacturer's instructions for application, copies of floor plans and campus area maps, etc.

Master File	Retention 2 years after last action
	Disposition Destroy
Other Copies	Retention Until operational use ceases
	Disposition Destroy

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

B24**Utilities**

Consists of records relating to the installation, operation and maintenance of the University's utility systems including electricity, gas, water and sewage. Records may include meter readings, data analysis, inspection reports, work orders, service reports and copies of utility bills.

Master File**Retention**

7 years after last action

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

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

B25**Sustainability Management**

Consists of records relating to the planning and implementation of sustainable initiatives on campus to reduce the University's carbon footprint. Such initiatives range from the expansion of the campus recycling program, to the introduction of sustainability internships and adopting green building design in the new facilities and building retrofits. Records may include needs assessments, feasibility studies, energy surveys and audits, proposals, project plans and schedules, recommendation reports, meeting notes, etc.

Master File**Retention**

10 years after last action or project completed

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

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

B40**Campus Planning**

Consists of records relating to the planning, design and development of the University campus in line with the University's vision and mission. Records may include Campus Master Plan, landscape planning documentation, land appraisals, space inventories, surveys and need analysis, project proposals and submissions, cost estimates, contracts and agreements, reports and recommendations, plans and drawings, meeting notes, correspondence, etc.

Master File**Retention**

15 years after last action or project completed

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

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

B50**Hazardous Waste Management**

Consists of records relating to the handling, storage and disposal of hazardous waste including chemical, clinical and radioactive waste. Records may include waste producer licenses, waste disposal permits, log sheets, copies of Material Safety Data Sheet (MSDS), health and safety measures documentation, consignment notes (trip tickets) and other transportation and disposal documentation, incident reports, etc.

Master File**Retention**

5 years after last action

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale**

Retention references the requirements of the following ordinances / regulations:

- *Waste Disposal (Clinical Waste) (General) Regulation (Cap 3540)*, s.12 (6) – Record of each consignment or delivery kept for 12 months
- *Waste Disposal (Chemical Waste) (General) Regulation (Cap 354C)*, s.28 (1) – Trip tickets kept for 12 months

Filing Guidelines

B51**Recyclable Waste Management**

Consists of records relating to the collection and disposal of recyclable waste including paper, metal, plastic, batteries, fluorescent tubes, printer cartridges, IT equipment and accessories. Records may include work orders, pick-up schedules, disposal certificates, log sheets, etc.

Master File**Retention**

2 years after last action

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

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

B60**Campus Security**

Consists of records relating to the provision and management of security services at the University including patrolling, operation of the 24-hour Security Control Centre, security arrangement for special events, administration of crime prevention program and response to emergency. Records may include assignments and schedules, logs, incident reports, security assessments, surveillance videos, copies of building plans, etc.

Master File**Retention**

7 years after last action

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

B61 – Investigation Case Files, Minor Cases
B62 – Investigation Case Files, Serious Cases
B63 – Access Control

Retention Rationale**Filing Guidelines**

B61**Investigation Case Files, Minor Cases**

Consist of records related to investigations of security complaints and crimes of a less serious nature (e.g., theft and vandalism) that happen in the University. Records may include written requests for access to the CCTV images, statements, logs, incident reports, investigation findings and recommendations, etc.

Master File**Retention**

7 years after investigation completed and decision rendered

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

B60 – Campus Security
B62 – Investigation Case Files – Serious Cases
B63 – Access Control

Retention Rationale**Filing Guidelines**

B62**Investigation Case Files, Serious Cases**

Consist of records related to investigations of security complaints and crimes of a serious nature that happen in the University. Records may include written requests for access to the CCTV images, statements, logs, incident reports, investigation findings and recommendations, etc.

Master File**Retention**

20 years after investigation completed and decision rendered

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

B60 – Campus Security
 B61 – Investigation Case Files, Minor Cases
 B63 – Access Control

Retention Rationale**Filing Guidelines**

University Archives will retain information of significant investigations that have far-reaching implications on the policy and practice of the University.

B63**Access Control**

Consist of records related to control of access to University's buildings and facilities. Records may include lists of authorized personnel for access, visitor registration logs, applications for keys and access cards, key inventories, etc.

Master File	Retention Until superseded or obsolete
	Disposition Destroy
Other Copies	Retention Until operational use ceases
	Disposition Destroy

See Also

- B60 – Campus Security
- B61 – Investigation Case Files, Minor Cases
- B62 – Investigation Case Files, Serious Cases

Retention Rationale**Filing Guidelines**