FACILITY MANAGEMENT RECORDS RETENTION SCHEDULE

These records are extracted from the State of Idaho *Records Management Guide*, updated November, 2004.

TABLE OF CONTENTS

FACILITY MANAGEMENT RECORDS A-9-34
Americans With Disabilities Act (ADA) Files A-9-34
Appraisal Files A-9-34
As-Built Construction Plans And Specifications A-9-34
Building And Equipment Service Files A-9-34
Construction Budget Requests A-9-34
Construction Plans In-Review A-9-34
Construction Project Case Files A-9-34
Facilities Management Guidelines A-9-35
Maintenance Work Orders A-9-35
Natural Disaster And Damage Survey Of Public Buildings A-9-35
Space Utilization Reports A-9-35
Under-Construction Plans And Specifications A-9-35
Real Property Acquisition Files A-9-35

FACILITY MANAGEMENT RECORDS

SG0501. 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.

SG0502. APPRAISAL FILES
Files including location, description, value, and photographs of property.
Retention *Record copy:* Retain until superseded or obsolete and then destroy.

SG0503. AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS
Final plans and specifications for approved and constructed state buildings.
Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG0504. BUILDING AND EQUIPMENT SERVICE FILES
Requests for building and equipment maintenance services, excluding fiscal copies.
Retention *Record copy:* Retain by agency for 3 years after fiscal year ends and then destroy.

SG0505. CONSTRUCTION BUDGET REQUESTS
Construction requests sent to the Division of Public Works that reveal budgetary impacts of planned construction.
Retention *Record copy:* Retain by Division of Public Works for 5 years and then destroy.

SG0506. 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 or rejection of final plans and then destroy.

SG0507. CONSTRUCTION PROJECT CASE FILES
Case files documenting the construction and/or renovation of state-owned buildings and structures and costs incurred.
Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG0508. FACILITIES MANAGEMENT GUIDELINES
Information pertaining to handicapped access, historic preservation, energy conservation, environmental protection, and planning.
Retention *Record copy:* Retain for 3 years and then destroy.

SG0509. MAINTENANCE WORK ORDERS
Requests from agencies for repair of building equipment, minor construction, or painting.
Retention *Record copy:* Retain by Division of Public Works for 3 years and then destroy.

SG0510. NATURAL DISASTER AND DAMAGE SURVEY OF PUBLIC BUILDINGS
Survey and analysis of damage done to public buildings during natural disasters or acts of terrorism.
Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG0511. 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.

SG0512. 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.

SG0513. REAL PROPERTY ACQUISITION FILES
Title papers documentation the acquisition of real property by purchase, condemnation, donation, exchange, or otherwise.
Retention *Record copy:* **PERMANENT**. Contact State Archivist.

INDEX

A

Americans With Disabilities Act
(ADA) Files - A-9-34
Appraisal Files - A-9-34
As-Built Construction Plans And
Specifications - A-9-34

B

Building And Equipment Service Files - - - - - A-9-34

C

Construction
Budget Requests - - - - - - - - - - - - - - - - - - - A-9-34
Plans In-Review - - - - - - - - - - - - - - - - - - - A-9-34
Project Case Files - - - - - - - - - - - - - - - - - - A-9-34

F

Facilities Management Guidelines - - - - - - - - A-9-35
Facility Management Records - - - - - - - - - - - A-9-34
Files
Americans With Disabilities Act (ADA) - - A-9-34
Appraisal - A-9-34
Building And Equipment Service - - - - - - A-9-34
Construction Project Case - - - - - - - - - - - A-9-34
Real Property Acquisition - - - - - - - - - - - A-9-35

M

Maintenance Work Orders - - - - - - - - - - - - - A-9-35

N

Natural Disaster And Damage Survey
Of Public Buildings - - - - - - - - - - - - - - - - A-9-35

R

Real Property
Acquisition Files - - - - - - - - - - - - - - - - - - A-9-35
Records
Facility Management - - - - - - - - - - - - - - A-9-34
Reports
Space Utilization - - - - - - - - - - - - - - - - - - A-9-35

S

Space Utilization Reports - - - - - - - - - - - - - - A-9-35

U

Under-Construction Plans And
Specifications - A-9-35