

Estates and Campus Services Records Retention Schedule

Reviewed and Updated January 2019

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned/ Managed by:
Estate strategy.	Retain until superseded plus 5 years.	To facilitate continuity in strategy development.	Archive one copy and destroy remainder by confidential shredding/ secure deletion of files.	Office of the Vice-President of Estates and Capital Development.
Physical planning records.	Permanent.	Part of University record.	Archive.	Campus Planning & Development Office
Campus plans and maps.	Permanent.	Part of University record.	Archive.	Campus Planning & Development Office
Major maintenance and conservation.	Lifetime of property.	Part of University record.	Archive.	Campus Planning & Development Office
Minor maintenance/ repurposing.	Retain for 7 years from completion of works.	Planning enforcement proceeding can be initiated within 7 years of completion of development.	Destroy by confidential shredding/ secure deletion of files.	Campus & Commercial Services
Routine maintenance and cleaning.	Retain for 2 years from completion.	For continuity/ oversight of maintenance.	Destroy by confidential shredding/ secure deletion of files.	Campus & Commercial Services
Fire certificates.	Retain until superseded.	No longer needed after that.	Destroy by confidential shredding/ secure deletion of files.	Campus Planning & Development Office