



Facilities Planning Policy & Procedure #22

TITLE

RECORD RETENTION AND ARCHIVING – MINOR PROJECTS

OBJECTIVE & PURPOSE

To ensure all Facilities Planning documents are retained in accordance with the Florida Statutes and to provide Facilities Planning with a methodology to reference and retrieve documents required for the University’s construction program.

RESPONSIBILITY

ACTION

PROJECT MANAGER

- ◆ On minor projects that are considered “Major” Minor Projects, i.e. where the project due to its size and/or complexity is handled as a Major Projects, follow the requirements of Facilities Planning Policy & Procedure FP#14-Record Retention and Archiving for Major Projects. The decision to handle the project as a “Major” Minor Project shall be made by the Director of Facilities Planning at the start of the project.
- ◆ At final completion, assemble copies of drawings, operations/maintenance manuals, and warranties. Review for completeness and accuracy.
- ◆ Transmit one (1) copy of the drawings, in electronic format, if available, to the AVPUA Archive Supervisor along with one (1) copy of operations/maintenance manuals and warranties. Copy of the transmittal to the project file.
- ◆ Transmit one (1) copy of operations/maintenance manuals and warranties for MEP equipment to the Engineering & Utilities Assistant Director. Copy of the transmittal to the project file.
- ◆ Transmit one (1) copy of the drawings, in electronic format, if available, to the OSUA Comprehensive Building List Coordinator. Copy of the transmittal to the project file.

ARCHIVE SUPERVISOR

- ◆ Incorporate project information into the Master campus infrastructure drawings and database when applicable. File drawings, operations/maintenance manuals and warranties in the Plans Room.

COMPREHENSIVE BUILDING LIST COORDINATOR

- ◆ Incorporate project information into the Master Building List drawings and database.

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APPROVED:	Vice President	Associate V.P.	Director