

## UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

\* Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

\*\*Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

\*\*\*Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to conduct normal business activities.

Final 04/2017

Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential** (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Facilities Management	Asbestos Testing/Asbestos Abatement Records	Daily logs, clearance sampling, disposal documents, project requirements	Facilities Management Design & Construction - Environmental	Permanent	No	Yes	Facilities Management
Facilities Management	As-built drawings/contractor mark-ups	Drawings and specifications with contractor mark-ups indicating changes made by contractor during the construction phase	Facilities Management Design & Construction	Permanent	Yes - Plans & Drawings only	No	Facilities Management

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Facilities Management	Building Warranties	Material and labor warranty certificates	Facilities Management Building & Landscape Services, Design & Construction	10 Years or life of warranty	No	No	Facilities Management
Facilities Management	Capital Project Files	Budget, product shop drawings, bid documents (plans, specifications, addenda, advertisement), bid tabulation, bidder information submitted, final signed architect and engineer consultant contracts, construction contracts, performance and payment bond and insurance certificates, construction contract change documents	Facilities Management Design & Construction	Permanent	Yes - Plans/Drawings and any items deemed confidential by Legal Counsel	Yes	Facilities Management
Facilities Management	Capital Project Record Documents (finalized version of the as-built drawings)	Finalized version of the as-built drawings and specifications updated by the Design Professional	Facilities Management Design & Construction	Permanent	Yes - Plans/Drawings only	Yes	Facilities Management

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Facilities Management	Chlorofluorocarbon (CFC) Report	Maintenance work orders/service records, list of certified technicians, copies of technician certifications, list of certified recovery equipment, EPA recovery equipment certification letter	Facilities Management Building & Landscape Services	5 Years	No	No	Facilities Management
Facilities Management	Cross-connection Prevention Test	Test record for backflow prevention	Facilities Management Building & Landscape Services, Utilities & Energy Management	5 Years	No	No	Facilities Management
Facilities Management	Environmental Studies, Surveys	Site survey, topographical survey and soil borings	Facilities Management Design & Construction	5 Years	No	No	Facilities Management

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Facilities Management	Floor Plans	Building floor plans	Facilities Management Campus Planning	Permanent	Yes - Plans/Drawings and any items deemed confidential by Legal Counsel	Yes	Facilities Management
Facilities Management	Maps	Campus maps including property, utilities, site surveys, soil borings	Facilities Management Campus Planning	Permanent	Yes - Plans/Drawings and any items deemed confidential by Legal Counsel	Yes	Facilities Management
Facilities Management	Storm water Permits	Storm water (National Pollutant Discharge Elimination Systems) permits, plans, and daily logs	Facilities Management Design & Construction - Environmental	5 Years	No	No	Facilities Management