

Finance

Facilities

Records Liaison: Kathy Fedorchuck

Facil1 Damages

Copies of damages work order from academic and residence buildings.

Cut off at the end of the fiscal year and retain one year.

Facil3 Conference & Events

Copies of all activities performed during the fiscal year.

Cut off at the end of the fiscal year and retain one year.

Facil4 Conference & Events Billing

Copies of invoices completed and submitted to Controller for processing payments to vendors or departments for services.

Cut off at the end of the fiscal year and retain one year.

Facil5 Union Employee Time-Off Sheets

Original sheet is completed by employee, signed off by supervisor and returned to their file.

Cut off at the end of the fiscal year and retain one year.

Facil6 Union Employee Attendance Record

Copies of all time of (vacation, sick, bonus time, personal time, jury duty etc) has been recorded.

Cut off at the end of the fiscal year and retain one year.

Facil7 Floor Plans/Drawings

All drawings that show construction information about buildings and projects. Including, but not limited to, architectural, mechanical, electrical, structural, site, utility, etc.

Retain one copy of most recent version of all drawings. Also retain copies of previous versions prior to renovations for reference. Send outdated copies to Archives for permanent retention.

Facil8 Project Binders

All manuals and construction documents for buildings and projects.

Permanent.

Facil9 AutoCAD Drawings

Floor plans systems and site plans of all buildings and projects.

Retain updated version of each building/project on Facilities' network drive.