

# EQUIPMENT AND SUPPLIES

## 3000 - 3999

The Equipment and Supplies Section contains records relating to the procurement, justification, disposition, maintenance and servicing of equipment and supplies, and other records related to equipment and supplies administration. Also included are reports relating to vehicles and vehicle administration.

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<b>3000 EQUIPMENT AND SUPPLIES - GENERAL</b>
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Records relating to the general administration of material management **not shown elsewhere in this section**. Includes justification, user specifications, issue, maintenance, repairs, depreciation, rentals and procurement not found under specific equipment and supplies primaries.

Number	Secondary Title	Retention	Final Disposition
3000 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3000 – 02	<b>Equipment Loans</b>	SO	D
3000 – 03	<b>Supplies</b> - supplies not found elsewhere in the Equipment and Supplies section	2y	D
3000 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3000 – 50	<b>Equipment Research Files</b>	SO + 2y	D
3000 – 55	<b>Equipment History/Case Files</b> - equipment not found elsewhere in the Equipment and Supplies section	SO + 2y	D

## 3015 EQUIPMENT AND SUPPLIES - CONTRACTS

Records relating to the administration of contracts pertaining to equipment and supplies. Includes rental, lease to purchase, equipment maintenance, supporting documentation, specific contracts, tenders, expressions of interest, requests for proposal (RFP's), etc.

Number	Secondary Title	Retention	Final Disposition
3015 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3015 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3015 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3015 – 50	<b>Contract Case Files</b>	SO* + 6y	D
3015 – 55	<b>Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.</b>	SO + 6y	D

**SO\* = upon termination or cancellation of contract**

<b>3030 ASSETS CONTROL AND INVENTORIES</b>
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Records relating to the control of fixed assets (excluding buildings and lands) and stock inventory, including receipt, storage, inventorying and stocktaking. This primary does **not** include records relating to **financial** assets, such as cash, bank accounts, audits and accounts receivable.

For fixed asset records related to vehicles SEE primary 3445.

For inventory of lands SEE primary 2295

Number	Secondary Title	Retention	Final Disposition
3030 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
3030 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3030 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3030 – 50	<b>Inventories</b>	SO + 2y	D
3030 – 55	<b>Fixed Asset Records</b>	SO + 6y	D
3030 – 60	<b>Assets Loss Inventory</b>	SO + 6y	D

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The retention period *indicates current fiscal year plus the number of years listed.*

*SO - Superseded or Obsolete; N/A – not applicable  
y – years; m – months; D – Destroy; A- Appraise*

<b>3040 AUDIO-VISUAL</b>
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Records relating to audio-visual equipment and supplies. Includes procurement, justification, user specifications, issue, maintenance and repairs. Audio-Visual equipment includes projectors, tape recorders, video cassette recorders (VCR's), video cameras, televisions, digital video disc (DVD) players, compact disc players, etc.

Number	Secondary Title	Retention	Final Disposition
3040 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3040 – 01	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3040 – 02	<b>Product and Service Information</b>	SO	D
3040 – 03	<b>Supplies</b>	2y	D
3040 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3040 – 50	<b>Equipment Research Files</b>	SO + 2y	D
3040 – 55	<b>Equipment History/Case Files</b>	SO + 2y	D

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## 3055 BADGES, EMBLEMS, CRESTS AND FLAGS

Records relating to badges, emblems, crests, flags, etc. Includes procurement, justification, user specifications and issue.

For information regarding the use of badges, emblems, crests and flags SEE primary 1720.

Number	Secondary Title	Retention	Final Disposition
3055 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
3055 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3055 – 02	<b>Product and Service Information</b>	SO	D
3055 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3055 – 50	<b>Research Files</b>	SO + 2y	D
3055 – 55	<b>History/Case Files</b>	SO + 2y	A

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<b>3070 BUILDING MATERIALS</b>
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Records relating to building materials and supplies such as lumber, hardware, etc.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3070 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3070 – 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3070 – 02</b>	<b>Product and Service Information</b>	SO	D
<b>3070 – 03</b>	<b>Supplies</b>	2y	D
<b>3070 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3070 – 50</b>	<b>Product Research Files</b>	SO + 2y	D

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<b>3085 CLOTHING</b>
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Records relating to clothing, uniforms, smocks, etc. This primary also includes records relating to cleaning services for clothing.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3085 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3085 – 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3085 – 02</b>	<b>Product and Service Information</b>	SO	D
<b>3085 – 03</b>	<b>Supplies</b>	2y	D
<b>3085 – 04</b>	<b>Cleaning Services</b>	2y	D
<b>3085 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3085 – 50</b>	<b>Product Research Files</b>	SO + 2y	D
<b>3085 – 55</b>	<b>Clothing History/Case Files</b> - includes record of issue	SO + 2y	A

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<b>3100 COMPUTERS - GENERAL</b>
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Records relating to computer equipment, including justification, maintenance, equipment evaluations, user specifications, issue, and repairs. **This primary covers computer equipment not shown elsewhere in the Computers primaries.** Includes records relating to computer maintenance problems (i.e. general complaints), electronic storage media (magnetic tapes, disks, optical disks, etc.), research and history files, etc.

**For the planning, development and maintenance of automated Information Systems and Technology SEE section 6000.**

Number	Secondary Title	Retention	Final Disposition
3100 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3100 – 02	<b>Product and Service Information</b>	SO	D
3100 – 03	<b>Maintenance Issues</b>	SO + 2y	D
3100 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3100 – 50	<b>Electronic Storage Media – Research Files</b>	SO + 2y	D
3100 – 55	<b>Electronic Storage Media – History/Case Files</b>	SO + 2y	D

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## 3115 COMPUTERS - HARDWARE

Records relating to computer hardware. Includes procurement, justification, hardware evaluations, user specifications, issue, maintenance and repairs, inter-departmental hardware transfer agreements, research files, history files, etc. and records relating to hardware-dependent software such as drivers.

For information technology architecture issues SEE primary 6030.

Number	Secondary Title	Retention	Final Disposition
3115 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3115 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3115 – 02	<b>Product and Service Information</b>	SO	D
3115 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3115 – 50	<b>Hardware Research Files</b>	SO + 2y	D
3115 – 55	<b>Hardware History/Case Files</b>	SO + 3y	D
3115 – 60	<b>Hardware Problems and Maintenance</b>	3y	D

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## 3130 COMPUTERS - SOFTWARE

Records relating to commercial computer software (i.e., word processing, database management systems, spreadsheets, etc.). Includes procurement, justification, software evaluations, user specifications, licenses, issue, maintenance and repairs, research files, history files, etc.

For records pertaining to hardware-dependent software SEE primary 3115.

For the development of computer software SEE primary 6120.

Number	Secondary Title	Retention	Final Disposition
3130 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3130 – 01	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3130 – 02	<b>Product and Service Information</b>	SO	D
3130 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3130 – 50	<b>Software Research Files</b>	SO + 2y	D
3130 – 55	<b>Software History/Case Files</b> - includes software distribution and update record	SO + 2y	D
3130 – 60	<b>Software Problems and Maintenance</b>	2y	D

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<b>3150 DISPOSAL AND SURPLUS</b>
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Records relating to the disposal of surplus equipment. Includes write-offs, destruction of equipment, recycling, etc.

For waste recycling programs, SEE 2455—03.

Number	Secondary Title	Retention	Final Disposition
3150 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
3150 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3150 – 02	<b>Asset Transfer and Disposal</b> - includes salvage and sales	SO + 6y	D
3150 – 03	<b>Recycling</b> - equipment	SO + 2y	D
3150 – 20	<b>Reports and Statistics</b>	SO + 2y	D

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<b>3170 FIREARMS, WEAPONS AND RESTRAINTS</b>
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Records relating to weapons and restraints (i.e. firearms, pepper spray, handcuffs, etc.). Includes procurement, registration, operation, issue and other related records.

Number	Secondary Title	Retention	Final Disposition
3170 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	A
3170 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3170 – 02	<b>Product and Service Information</b>	SO	D
3170 – 03	<b>Supplies</b>	2y	D
3170 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3170 – 50	<b>Equipment Research Files</b>	SO + 2y	D
3170 – 55	<b>Equipment History/Case Files</b>	SO + 6y	D

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<b>3185 FOODS</b>
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Records relating to food items. Includes research, distribution, etc.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3185 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3185 – 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3185 – 02</b>	<b>Product and Service Information</b>	SO	D
<b>3185 – 03</b>	<b>Distribution of Food</b>	SO + 2y	D
<b>3185 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3185 – 50</b>	<b>Food Research Files</b>	SO + 2y	D

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<b>3195 FORMS</b>
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Records relating to the procurement and issue of forms.

For forms design and management SEE primary 1400.

For printing requisitions SEE primary 3350.

Number	Secondary Title	Retention	Final Disposition
3195 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3195 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3195 – 02	<b>Forms Procurement</b>	2y	D
3195 – 03	<b>Forms Issue</b>	2y	D
3195 – 20	<b>Reports and Statistics</b>	SO + 2y	D

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<b>3205 FUELS</b>
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Records relating to all types of fuels, including their performance, supply, etc.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3205 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3205 – 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3205 – 02</b>	<b>Product and Service Information</b>	SO	D
<b>3205 – 06</b>	<b>Fuels</b> - includes motor, heating, etc.	2y	D
<b>3205 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

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<b>3215 FURNITURE AND FURNISHINGS</b>
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Records relating to furniture and furnishings, including procurement, justification, user specifications, issue, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
3215 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3215 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3215 – 02	<b>Product and Service Information</b>	SO	D
3215 – 03	<b>Furniture Acquisition</b>	2y	D
3215 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3215 – 50	<b>Furniture Research Files</b>	SO + 2y	D
3215 – 55	<b>Furniture History/Case Files</b>	SO + 2y	D

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<b>3240 KITCHEN, CAFETERIA AND EATING FACILITIES</b>
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Records relating to kitchen, cafeteria and eating facility equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
3240 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3240 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3240 – 02	<b>Product and Service Information</b>	SO	D
3240 – 03	<b>Supplies</b>	2y	D
3240 – 04	<b>Price Lists, Menus, etc.</b>	SO	D
3240 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3240 – 50	<b>Equipment Research Files</b>	SO + 2y	D
3240 – 55	<b>Equipment History/Case Files</b>	SO + 2y	D

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<b>3255 LABORATORY</b>
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Records relating to laboratory equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3255 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3255 – 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3255 – 02</b>	<b>Product and Service Information</b>	SO	D
<b>3255 – 03</b>	<b>Supplies</b>	2y	D
<b>3255 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3255 – 50</b>	<b>Equipment Research Files</b>	SO + 6y	D
<b>3255 – 55</b>	<b>Equipment History/Case Files</b>	SO + 6y	D

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<b>3265 LAUNDRY FACILITIES</b>
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Records relating to laundry equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

For cleaning services SEE primary 3085.

Number	Secondary Title	Retention	Final Disposition
3265 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3265 – 01	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3265 – 02	<b>Product and Service Information</b>	SO	D
3265 – 03	<b>Supplies</b>	2y	D
3265 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3265 – 50	<b>Equipment Research Files</b>	SO + 2y	D
3265 – 55	<b>Equipment History/Case Files</b>	SO + 2y	D

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<b>3280 MEDICAL</b>
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Records relating to medical equipment and supplies, including procurement, justification, user specifications, issues, maintenance and repairs.

Number	Secondary Title	Retention	Final Disposition
3280 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3280 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3280 – 02	<b>Product and Service Information</b>	SO	D
3280 – 03	<b>Supplies</b>	2y	D
3280 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3280 – 50	<b>Equipment Research Files</b>	SO + 6y	D
3280 – 55	<b>Equipment History/Case Files</b>	SO + 6y	D

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<b>3295 MICROGRAPHIC</b>
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Records relating to micrographic and other imaging equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

For records management of micrographic records SEE primary 1775.

Number	Secondary Title	Retention	Final Disposition
3295 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3295 – 01	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3295 – 02	<b>Product and Service Information</b>	SO	D
3295 – 03	<b>Supplies</b>	2y	D
3295 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3295 – 50	<b>Equipment Research Files</b>	SO + 2y	D
3295 – 55	<b>Equipment History/Case Files</b>	SO + 2y	D

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<b>3315 OFFICE</b>
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Records relating to office machines, supplies, business cards and stationery, including procurement, justification, user specifications, issue, maintenance and repairs.

For visual identity (includes stationery design) SEE primary 1720.

For computers SEE primaries 3100, 3115, and 3130.

For fax machines and telephones SEE primary 3425.

Number	Secondary Title	Retention	Final Disposition
3315 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3315 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3315 – 02	<b>Product and Service Information</b>	SO	D
3315 – 03	<b>Office Supplies and Stationary</b>	2y	D
3315 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3315 – 50	<b>Office Machine Research Files</b>	SO + 2y	D
3315 – 55	<b>Office Machine History/Case Files</b>	SO + 2y	D

<b>3335 PHOTOGRAPHIC</b>
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Records relating to photographic equipment and supplies, including procurement, justification, user specifications, issue, maintenance and repairs.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
3335 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3335 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3335 – 02	<b>Product and Service Information</b>	SO	D
3335 – 03	<b>Supplies</b>	2y	D
3335 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3335 – 50	<b>Equipment Research Files</b>	SO + 2y	D
3335 – 55	<b>Equipment History/Case Files</b>	SO + 2y	D

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The retention period *indicates current fiscal year plus the number of years listed.*

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y – years; m – months; D – Destroy; A- Appraise*



<b>3350 PRINTING SERVICES</b>
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Records relating to the requisition of print services.

For records related to forms authorization, revisions, catalogues, etc. SEE primary 1400.

Number	Secondary Title	Retention	Final Disposition
3350 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3350 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3350 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3350 – 50	<b>Estimates and Specifications</b>	2y	D
3350 – 55	<b>Printing Requisitions/Orders</b>	2y	D

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## 3365 PROCUREMENT AND RECEIPT

Records which relate generally to procurement procedures. This includes specifications, purchase requisitions, storage and issue of equipment and supplies, procurement regulations, instructions, purchasing and receiving actions.

For printing requisitions SEE primary 3350.

For standing offer agreements on commodities and services SEE primary 3405.

Number	Secondary Title	Retention	Final Disposition
3365 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3365 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3365 – 02	<b>General Purchase Orders</b>	2y	D
3365 – 03	<b>Standing Purchase Orders</b>	SO + 2y	D
3365 – 04	<b>Blanket Purchase Orders</b>	2y	D
3365 – 05	<b>Local Purchase Orders</b>	2y	D
3365 – 06	<b>Purchasing Requisitions</b>	2y	D
3365 – 07	<b>Stockroom Requisitions</b>	2y	D
3365 – 08	<b>Receiving Reports</b>	2y	D
3365 – 09	<b>Packing Slips</b>	2y	D
3365 – 20	<b>Reports and Statistics</b>	SO + 2y	D

Effective Date: 21 March 2006

ARMS 2006

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<b>3380 PRODUCT INFORMATION</b>
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Records of a general nature relating to suppliers and specifications for equipment and supplies **not found elsewhere in the Equipment and Supplies section.**

Number	Secondary Title	Retention	Final Disposition
3380 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3380 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3380 – 02	<b>Catalogue and Price Lists</b>	N/A	D
3380 – 03	<b>Ergonomics Standards</b>	SO + 2y	D
3380 – 04	<b>Rental Rates</b>	SO	D
3380 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3380 – 50	<b>Product Information</b>	SO	D
3380 – 55	<b>Suppliers</b>	SO + 2y	D

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<b>3405 STANDING OFFER AGREEMENTS</b>
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Records relating to standing offer agreements for commodities or services available to government institutions. Includes the names of the contractors, their addresses and offer expiry dates.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3405 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3405 – 01</b>	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3405 – 02</b>	<b>Purchasing Agency Standing Offers</b>	SO + 2y	D
<b>3405 – 03</b>	<b>Non-Purchasing Agency Standing Offers</b>	SO + 6y	D
<b>3405 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D

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<b>3420 SPECIAL ITEMS</b>
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Records relating to the procurement and issue of special items. Special items are equipment or supplies which are custom-made for a government institution or which are developed or built by the government institution. Includes preliminary and final drawings, copies of specifications and photographic prints essential to the documentation of the design, modification, development and use of such equipment and supplies.

For the development of computer software SEE primary 6120.

Number	Secondary Title	Retention	Final Disposition
3420 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3420 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3420 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3420 – 50	<b>Commercially Developed Special Item History/Case Files</b>	SO + 2y	A
3420 – 55	<b>Government Developed Special Item History/Case Files</b>	SO + 2y	A

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## 3425 TELECOMMUNICATIONS

Records relating to mobile radios, walkie-talkies, radio telephones, fax machines and telephone equipment, supplies, facilities and services, including specifications, justification, procurement, installation, issue, operation, maintenance and repair.

Number	Secondary Title	Retention	Final Disposition
3425 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3425 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3425 – 02	<b>Frequency Licences</b>	SO + 2y	D
3425 – 03	<b>Fax Transmission Receipts/Reports</b>	2y	D
3425 – 05	<b>Telecommunications Services</b> - includes requests for service	2y	D
3425 – 06	<b>Inventories</b>	SO + 2y	D
3425 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3425 – 50	<b>Research Files</b>	SO + 2y	D
3425 – 55	<b>Telecommunications Equipment History/Case files</b> - includes telephone, fax machines, cellular, satellite, radio telephones, etc.	SO + 2y	D

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<b>3445 VEHICLES – GENERAL</b>
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Records relating to the general administration of government vehicles, including assignment, rental rates, inventory, distance reports, Central Vehicle Agency reports, requisitions, etc. This primary includes information regarding all types of vehicles.

For specific vehicles SEE primaries 3470 to 3530.

Number	Secondary Title	Retention	Final Disposition
3445 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3445 – 02	<b>Private Use of Government Vehicles</b>	SO + 2y	D
3445 – 03	<b>Vehicle Depreciation</b>	2y	D
3445 – 04	<b>Vehicle Replacement</b>	2y	D
3445 – 05	<b>Vehicle Inventory</b>	SO + 2y	D
3445 – 06	<b>Vehicle Establishment</b>	6y	D
3445 – 07	<b>Vehicle Fixed Asset Records</b>	SO + 6y	D
3445 – 08	<b>Vehicle Rental Rates</b>	SO	D
3445 – 09	<b>Central Vehicle Agency Requisitions</b>	2y	D
3445 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3445 – 50	<b>Central Vehicle Agency Reports</b>	2y	D

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<b>3470 VEHICLES - AIR</b>
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Records which relate to the procurement, insurance, registration, inspection, operation and storage of government aircraft. Aircraft history files include documentation regarding operating standards, vehicle maintenance and repair records.

Number	Secondary Title	Retention	Final Disposition
3470 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3470 – 01	<b>General</b> <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3470 – 02	<b>Aircraft Procurement</b>	6y	D
3470 – 03	<b>Aircraft Insurance</b>	6y	D
3470 – 04	<b>Certificates of Airworthiness</b>	SO*	D
3470 – 05	<b>Certificates of Registration</b>	SO*	D
3470 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3470 – 50	<b>Aircraft Research Files</b>	SO + 6y	D
3470 – 55	<b>Aircraft History/Case Files</b>	SO* + 2y	D
3470 – 60	<b>Aircraft Journey Logs</b>	SO** + 6y	A
3470 – 65	<b>Aircraft Technical Logs</b>	SO*** + 6y	A

**SO\*** = until aircraft is disposed of or permanently withdrawn from service.

**SO \*\*** = when log is closed.

**SO\*\*\*** = when aircraft or aircraft part to which the log refers is disposed of or permanently withdrawn from service.

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*y* – years; *m* – months; **D** – Destroy; **A** - Appraise



<b>3495 VEHICLES – CONSTRUCTION AND OFF-ROAD</b>
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Records relating to construction and off-road vehicle procurement, maintenance and repair, transfers, accidents, operating standards, insurance, registrations, licences, parking permits, storage regulations, etc. Construction and off-road vehicles include all-terrain vehicles, tractors, snowmobiles, land-clearing and construction equipment, etc.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3495 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3495 – 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3495 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3495 – 50</b>	<b>Vehicle Research Files</b>	SO + 6y	D
<b>3495 – 55</b>	<b>Vehicle History/Case Files</b>	SO + 6y	D

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<b>3515 VEHICLES - ROAD</b>
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Records relating to the administration of government road vehicles, including their procurement, registration, vehicle accident reports, licensing, maintenance and repair records, repair authorizations, parking tickets, credit cards, etc. This primary contains records for all road vehicles.

<b>Number</b>	<b>Secondary Title</b>	<b>Retention</b>	<b>Final Disposition</b>
<b>3515 – 00</b>	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
<b>3515 – 01</b>	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
<b>3515 – 20</b>	<b>Reports and Statistics</b>	SO + 2y	D
<b>3515 – 50</b>	<b>Vehicle Research Files</b>	SO + 6y	D
<b>3515 – 55</b>	<b>Vehicle History/Case Files</b>	SO + 6y	D

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<b>3530 VEHICLES – WATER</b>
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Records relating to the administration of boats, barges, canoes, outboard motors, ferries, etc. Includes procurement, registration, insurance, licensing, moorage or storage, rentals, maintenance and repair, etc.

Number	Secondary Title	Retention	Final Disposition
3530 – 00	<b>Policy and Procedure</b> - includes standards, guidelines, directives, etc.	SO + 6y	D
3530 – 01	<b>General</b>  <i>This secondary is intended to be used sparingly. It can be used <u>ONLY</u> if the records are not required to support financial, legal or specific administrative functions.</i>	2y	D
3530 – 20	<b>Reports and Statistics</b>	SO + 2y	D
3530 – 50	<b>Vehicle Research Files</b>	SO + 6y	D
3530 – 55	<b>Vehicle History/Case Files</b>	SO + 6y	D

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y – years; m – months; D – Destroy; A- Appraise*