

BUILDINGS AND PROPERTIES

2000 - 2999

The Buildings and Properties Section includes records relating to the procurement, development, construction, alteration and repair of buildings and properties; the administration of contracts for lands, buildings and utilities; accommodation agreements for leased space; and other records related to buildings and properties administration. This section also includes records regarding maintenance and utility services associated with buildings and properties.

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2000 BUILDINGS AND PROPERTIES - GENERAL

Records relating to buildings, facilities, structures and properties **not shown elsewhere in this section.**

Number	Secondary Title	Retention	Final Disposition
2000 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2000 – 20	Reports and Statistics	SO + 2y	D

2020 BUILDINGS AND PROPERTIES - CHARGES AND INVOICES

Records relating to the process of accounting for real property through a system of client charge reports. Includes supporting documentation for charges.

Number	Secondary Title	Retention	Final Disposition
2020 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2020 – 01	General <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
2020 – 02	Adjustments Requests	2y	D
2020 – 03	Billing Advice	2y	D
2020 – 06	Accommodation/Portfolio Review	6y	D
2020 – 08	Charges	6y	D
2020 – 20	Reports and Statistics	SO + 2y	D

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*SO - Superseded or Obsolete; N/A – not applicable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*

2035 BUILDINGS AND PROPERTIES - CONTRACTS
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Records relating to the administration of contracts pertaining to construction, land, utilities and service. Includes supporting documentation, specific contracts, expressions of interest, tenders, requests for proposals (RFP's), etc.

Number	Secondary Title	Retention	Final Disposition
2035 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
2035 – 01	General <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
2035 – 20	Reports and Statistics	SO + 2y	A
2035 – 50	Construction Contracts	SO* + 10y	A
2035 – 55	Land Contracts	SO* + 10y	A
2035 – 60	Utilities Service Contracts	SO** + 6y	A
2035 – 65	Expressions of Interest, Tenders, Requests for Proposals (RFP's), etc.	SO + 6y	A

SO* = upon disposition of building or property
SO** = upon termination or cancellation of contract

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

2055 ACCOMMODATION

Records relating to current and future planning and requirements for accommodation. Includes plans for expansion, allocation of space, offers of space, accommodation statistics, projects, utilization, efficiencies, etc.

Number	Secondary Title	Retention	Final Disposition
2055 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
2055 – 01	General <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
2055 – 02	Offers of Space	6y	D
2055 – 03	Planning and Requirements	6y	A
2055 – 04	Space Allocation	SO + 6y	D
2055 – 05	Employee Housing	6y	A
2055 – 06	Building Floor Plans	SO + 6y	A
2055 – 20	Reports and Statistics	SO + 2y	A
2055 – 50	Organizational Moves	6y	A

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2105 BUILDINGS - GENERAL

Records relating to buildings and facilities management **not shown elsewhere in the Buildings primaries**. Includes building directories, addresses and locations, signs, government facilities management case files and records of a general nature relating to types of facilities, structures, etc.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2105 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2105 – 02	Building Directories, Addresses, and Locations	SO	D
2105 – 03	Building Standards	SO + 6y	D
2105 – 04	Signs	SO	D
2105 – 05	Conference Room Use	SO	D
2105 – 20	Reports and Statistics	SO + 2y	D
2105 – 50	Facilities Management Case Files	SO + 6y	D
2105 – 55	Types of Facilities	6y	D

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SO - Superseded or Obsolete; *N/A* – not applicable
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2120 BUILDINGS – ACQUISITION AND DISPOSAL
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Records relating to the proposed or actual acquisition and disposal of buildings, facilities and structures by transfer, lease, etc.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2120 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
2120 – 01	General <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
2120 – 02	Appraisals	SO + 2y	A
2120 – 20	Reports and Statistics	SO + 2y	A
2120 – 60	Acquisition and Disposal Case Files	SO* + 10y	A

SO* = upon disposition of building

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

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2135 BUILDINGS – ALTERATIONS, DAMAGES AND REPAIRS
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Records relating to the alterations and repair of buildings, facilities and structures, exclusive of utility systems. Includes client requests to Saskatchewan Property Management (SPM), as well as records relating to damages to government buildings, facilities and structures. Also includes investigation reports, etc.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2135 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2135 – 01	General <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
2135 – 02	Alterations and Repairs - includes billing advice, job requisitions, working papers, etc.	6y	D
2135 – 20	Reports and Statistics	SO + 2y	D
2135 – 50	Damage Case Files	SO* + 6y	A

SO* = once all action relating to case file is settled.

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2155 BUILDINGS - CONSTRUCTION

Records relating to the planning, design and construction of **new** buildings, facilities and structures. Includes construction requirements and discussions with architects, contractors and consultants.

For Construction Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2155 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2155 – 01	General <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
2155 – 02	Building Codes	SO + 6y	D
2155 – 20	Reports and Statistics	SO + 2y	D
2155 – 50	Construction Project Case Files	SO* + 10y	A

SO* = after disposition of building and/or expiration of lease or cancellation of project.

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2200 BUILDINGS - EXPANSION AND RENOVATION
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Records relating to the planning, design and implementation of **major** renovation and expansion of **existing** buildings, facilities and structures. Includes discussions with architects, consultants and contractors.

For Contracts SEE primary 2035.

Number	Secondary Title	Retention	Final Disposition
2200 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2200 – 01	General <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
2200 – 20	Reports and Statistics	SO + 2y	D
2200 – 50	Expansion/Renovation Project Files	SO* + 10y	A

SO* = after disposition of building and/or expiration of lease or cancellation of project.

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

*SO - Superseded or Obsolete; N/A – not applicable
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2215 BUILDINGS - FIRE CONTINGENCY AND PLANNING

Records relating to fire prevention and fire protection within government buildings, facilities and structures. Includes fire regulations, fire drill procedures, records relating to automatic sprinklers and fire alarm systems, etc. Incident case files include investigations, reports, statements of claims, etc.

For records relating to Emergency Measures SEE primary 1370.

For records relating to Damages from fires SEE primary 2135.

Number	Secondary Title	Retention	Final Disposition
2215 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2215 – 01	General <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
2215 – 02	Fire Evacuation and Planning	SO + 6y	D
2215 – 20	Reports and Statistics	SO + 2y	D
2215 – 50	Fire Prevention Systems	SO + 6y	D
2215 – 55	Fire Inspections	SO + 6y	D
2215 – 60	Incident Case Files	SO* + 6y	A

SO* = upon conclusion of investigation

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2235 BUILDINGS - MAINTENANCE

Records relating to the maintenance and servicing of government buildings, facilities and structures. Includes janitorial and cleaning services, elevator maintenance, inspection reports, etc.

For Contracts SEE primary 2035.

For records relating to Damages and Repairs SEE primary 2135.

For records relating to Expansion and Renovation SEE primary 2200.

Number	Secondary Title	Retention	Final Disposition
2235 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2235 – 01	General <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
2235 – 03	Janitorial Services	2y	D
2235 – 05	Maintenance Services - includes elevators, preventative and routine maintenance, mechanical checks, painting, etc.	6y	D
2235 – 20	Reports and Statistics	SO + 2y	D

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2295 LANDS - GENERAL

Records relating to the general administration of land **not shown elsewhere in the Lands primaries.**

Number	Secondary Title	Retention	Final Disposition
2295 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2295 – 02	Inventory	SO + 2y	D
2295 – 03	Zoning	SO + 2y	D
2295 – 20	Reports and Statistics	SO + 2y	D

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SO - Superseded or Obsolete; *N/A* – not applicable
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2305 LANDS – ACQUISITION AND DISPOSAL
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Records relating to the proposed or actual acquisition of land by transfer, lease or purchase. Includes consideration of possible sites and related proposals, etc. Also includes records relating to the disposal of land by sale, transfer or expiry of lease, etc.

For Land Contracts SEE primary 2035.

For records relating to Crown land reviewed and sold under Saskatchewan Treaty Land Entitlement agreements, please refer to the appropriate operational records system.

Number	Secondary Title	Retention	Final Disposition
2305 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
2305 – 01	General <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
2305 – 02	Appraisals/Valuations	2y	A
2305 – 20	Reports and Statistics	SO + 2y	A
2305 – 60	Land Acquisition and Disposal Case Files	SO* + 10y	A

SO* = after disposal of land

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

SO - Superseded or Obsolete; N/A – not applicable
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2320 LANDS - CONCESSIONS

Records relating to rights of way, easements, licences, leases, etc. of Crown-owned land used by private corporations, persons or privately-owned land used by the Crown.

Number	Secondary Title	Retention	Final Disposition
2320 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
2320 – 01	General <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
2320 – 20	Reports and Statistics	SO + 2y	D
2320 – 50	Land Concession Project Files	SO+ 10y	A

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SO - Superseded or Obsolete; **N/A** – not applicable
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2335 LANDS – IMPROVEMENT AND MAINTENANCE

Records relating to the development and maintenance of government properties. Includes landscaping, gardening and maintenance of grounds, construction, maintenance and repair of roads, sidewalks and fences, snow removal and maintenance of street signs, etc.

For related Contracts SEE primaries 2035 and 4300.

Number	Secondary Title	Retention	Final Disposition
2335 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2335 – 01	General <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
2335 – 03	Grounds Maintenance - includes fencing, landscaping, signs, snow removal, walkways, etc.	2y	D
2335 – 20	Reports and Statistics	SO + 2y	D
2335 – 60	Improvement Project Files	6y	D

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2385 PARKING AREAS

Records relating to the administration of parking areas. Includes the allotment of parking spaces for government vehicles and employee vehicles, as well as records relating to the construction or development of parking areas, etc.

For records relating to Parking Benefits SEE primary 5080-03.

Number	Secondary Title	Retention	Final Disposition
2385 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2385 – 01	General <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
2385 – 02	Parking Facilities - Space Assignments	2y	D
2385 – 03	Signs	2y	D
2385 – 20	Reports and Statistics	SO + 2y	D
2385 – 50	Parking Area Project Files	6y	D

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SO - Superseded or Obsolete; *N/A* – not applicable
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2415 UTILITIES – General

Records relating to the general administration of utility systems and facilities **not found elsewhere in the Utilities section.**

Number	Secondary Title	Retention	Final Disposition
2415 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2415 – 20	Reports and Statistics	SO + 2y	D

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

2420 UTILITIES – GAS, LIGHTING, ELECTRICAL, WATER AND PLUMBING

Records relating to the installation, operation, maintenance and repair of gas systems, lighting, electric, water and plumbing facilities.

Number	Secondary Title	Retention	Final Disposition
2420 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2420 – 01	General <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
2420 – 02	Water Treatment	6y	A
2420 – 20	Reports and Statistics	SO + 2y	A
2420 – 50	Systems Case Files	6y	D

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

SO - Superseded or Obsolete; **N/A** – not applicable
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2435 UTILITIES - ENVIRONMENTAL CONTROL

Records relating to the installation, operation, maintenance and repair of air conditioning, ventilation, heating, refrigeration and other environmental control systems and facilities.

Number	Secondary Title	Retention	Final Disposition
2435 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	D
2435 – 01	General <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
2435 – 02	Air Conditioning/Ventilation	2y	D
2435 – 03	Heating Systems	2y	D
2435 – 04	Humidity Control	2y	D
2435 – 05	Refrigeration	2y	D
2435 – 20	Reports and Statistics	SO + 2y	D
2435 – 50	Systems/Facilities Case Files	SO + 6y	D

Effective Date: 21 March 2006

ARMS 2006

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2455 UTILITIES – WASTE MANAGEMENT
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Records relating to garbage, waste disposal and recycling.

For recycling of equipment, SEE 3150-03.

Number	Secondary Title	Retention	Final Disposition
2455 – 00	Policy and Procedure - includes standards, guidelines, directives, etc.	SO + 6y	A
2455 – 01	General <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
2455 – 02	Disposal of Hazardous Materials	SO + 6y	A
2455 – 03	Recycling	2y	D
2455 – 20	Reports and Statistics	SO + 2y	D
2455 – 50	Garbage Disposal Case Files	2y	D

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