

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

| DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | | Schedule No.: 2374 |
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| RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) | | Page 6 of 27 |
| Item No. | Description | Retention |
| Facilities Management Records | | |
| 40 | Energy Reports | Retain for 25 years, then destroy. |
| 41 | Facilities Management Funding Documentation – copies of Board of Public Works letters to Department of General Services and approval of funds transfers, copies of selected Requests for Services general back-up authorization information that does not become part of Financial files, copies of State funding and University System of Maryland Bond history, University System of Maryland-funded construction program “Project and Account Initiation Agreement” documents, Board of Regents approvals, and Maryland Legislative submissions and approvals. | Retain for 5 years from the date that the project is completed, then destroy. |
| 42 | Facilities Management Project Management Unit’s Project Files A. Requests for Estimates – individual files identified by work request (D-Log) numbers, campus, department, and building number. Includes change requests, schedules, diagrams, drawings, financial data, etc. B. Requests for Services – individual files identified by work request (D-Log) numbers, campus, department, and building number. Includes change requests, schedules, diagrams, drawings, financial data, correspondence, etc. | Retain in Facilities Management for 5 years after project completion or after placed in an inactive status, then send to the State Records Center for an additional 10 years, then destroy. |
| 43 | Facilities Management Design Files – design program, architect/engineer selection and design contract award, design meeting minutes, drawing and specification reviews, correspondence, approval of construction documents, advertisement of project, receipt of bid proposals, and recommendation of construction award. | Screen upon completion of project and destroy that material for which no further reference is required, e.g., duplicates, progress prints, personal notes, etc. Remaining material having continuing value to be microfilmed one year after building occupancy for permanent retention in University Archives at the University of Maryland. Retain specifications and 100% contract drawings in paper form for 5 years after building occupancy, then destroy. Destroy remaining material after it has been microfilmed. |
| 44 | Facilities Management Programming and Design Unit’s Building Project Files – construction contracts, work initiation meeting minutes, construction change orders, design files, invoices, progress photos, final building punchout records, building completion and acceptance, and contractor evaluations. | Retain files for 2 years after building completion, then destroy. |

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| Item No. | Description | Retention |
| 45 | Campus Maps – building names and numbers, topological surveys, site borings, steam lines, water lines, gas lines, electric service lines, telephone/video service lines, sanitary sewer lines, storm sewer lines, and central control and monitoring service. | Retain permanently in Facilities Management. Retain microfilmed set permanently in University Archives at the University of Maryland. |
| 46 | As-Built Drawings – as-built drawings for the University of Maryland, College Park; University of Maryland, Baltimore County; Bowie State University; Salisbury University; University of Maryland Center for Environmental Science Horn Point Laboratory; University of Maryland Eastern Shore; and Frostburg State University. | Retain permanently in paper form in Facilities Management. Retain microfilmed set permanently in University Archives at the University of Maryland. |
| 47 | Construction Documents – contract information, bid proposals, pre-bid documents, minutes, building permits, as-built files, shop drawings, requests for information, change orders/proposals, design files, construction change bulletins and schedules, progress photos, inspection reports, field/non-compliance reports, certified payrolls, payment invoices, outage notices, project orders, submittal proposals, testing/inspection reports, quality assurance/quality control, guarantees/warranties, building acceptance documents, final punch lists, contractors' evaluations, and equipment manuals. | Screen upon building completion and destroy that material for which no further reference is required, e.g., duplicates, progress prints, personal notes, etc. Retain historically significant drawings and specifications permanently in paper and microfilm at University Archives at the University of Maryland. Retain manuals for the life of the equipment, then destroy. Remaining material with non-historical value to be retained for 15 years, then destroyed. Remaining material with historical value to be microfilmed for permanent retention in University Archives at the University of Maryland. |
| 48 | Campus and Project Photography – photographic documentation of the general University of Maryland campus (aerial, districts, landscapes, buildings, architectural features) and projects (landscape and site development, buildings and structures including new and renovations/additions). | Retain in Facilities Management until inactive, then transfer to University Archives at the University of Maryland for permanent retention. |
| 49 | Tape Backup of Facilities Management Local Area Network Servers – files include project data, word processing documents, spreadsheets, and Computer-Aided Design and Drafting (CADD) material. | Retain backup tapes for 10 years, then destroy. |
| 50 | Work Orders and Requests for Facilities Management Services | Retain for 3 years and until audit requirements are met, then destroy. |

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| Item No. | Description | Retention |
| 51 | Department of Facilities Planning Building Project Files – building files, capital programs files, facilities planning files, working group files, land files, lease files, site files, safety files, utility files, small-scale drawings, Teaching Facilities Committee files, University System of Maryland construction program material, building inventory lists and reports, environmental issues files, and capital improvement files. | Retain in the Department of Facilities Planning until project is completed, then screen to remove that material for which no further reference is required. Consult with University Archivist to determine which material has historical value and send that material to University Archives at the University of Maryland for permanent retention. Retain remaining material for 25 years, then destroy. |
| 52 | Facilities Management Operating Account and Planning & Construction Project Files – funding documentation, contract files, invoices, certified payroll for contractors, project correspondence, requests for reimbursement from bond and general construction loan funds, and cost cards. | Retain operating account records for 10 years and until audit requirements are met, then destroy. Retain planning & construction project files for 5 years from the date the project is completed, then destroy. |
| If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e., 25 years) will be transferred to the State Records Center in Jessup. | | If litigation, claims, complaints, or audits are started before a retention period ends, all related records must be retained until final action is taken. |