

# (8810) Facilities Development and Capital Budget Records Retention Schedule



Disposition authority granted by the State Records Committee under RCW 40.14 on 4/4/2018.

Records Coordinator: Teyra Carter

The following records have been identified as unique to this office. For records not identified here, please use a Western Washington University General Records Retention schedule located at: [library.wvu.edu/hr/aboutretention\\_archives](http://library.wvu.edu/hr/aboutretention_archives). For questions, contact WWU Records Management, x6654.

WWU Disposition Authority Reference	Records Series Title/Description	Retention and Disposition Instructions
<b>GS 21011.8810.18236</b>  <b>ARCHIVAL RECORD</b>	<b>Building Design Development Brochure</b> Provides a guide to design concepts and considerations for construction of project.	<b>Retain for 6 years after completion or abandonment of project</b> <i>then</i> <b>Transfer to University Archives for historical appraisal and permanent retention</b>
<b>GS 50008.8810.18238</b>	<b>Capital Budget Requests</b> Budget worksheets and projections used to establish current budget allotments. Input from office to Capital Budget Office regarding WWU capital budget requests, copies of memo/reports and related data.	<b>Retain until acquisition of funding</b> <i>then</i> <b>Destroy</b>
<b>GS 21011.8810.18233</b>  <b>ARCHIVAL RECORD</b>	<b>Capital Project Files</b> Includes correspondence, project meeting minutes, copies of Board of Trustees actions, program review comments, copies of contracts and agreements for contractors and consultants, phone logs, transmittals, budget schedules, invoices, change orders. Documents construction, renovation, improvements, or repairs for new or existing facilities for capital projects.	<b>Retain for 6 years after completion/abandonment of project</b> <i>then</i> <b>Transfer to University Archives for historical appraisal and permanent retention</b>

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<b>GS 21011.8810.18235</b>  <b>ARCHIVAL RECORD</b>	<b>Construction and Remodeling Drawings</b> Architectural, engineering, utilities and permit drawings documenting design and construction of completed facilities. Provides historical record for on-going maintenance, repair and remodel work.	<b>Retain for 6 years after completion/abandonment of project</b> <i>then</i> <b>Transfer to University Archives for historical appraisal and permanent retention</b>
<b>GS 21011.8810.18241</b>  <b>ARCHIVAL RECORD</b>	<b>Environmental Impact Statements</b> Final statements relating to building construction and land use, including related correspondence.	<b>Retain for 6 years after completion/abandonment of project</b> <i>then</i> <b>Transfer to University Archives for historical appraisal and permanent retention</b>
<b>GS 21014.8810.18243</b>	<b>Job Request Files</b> May include some or all of the following: correspondence, preliminary specifications, project cost estimates, design sketches and change orders. Provides record of design work completed by Planning, Facilities and Operations for construction, renovation, alterations or repairs performed by division. Used to reference project design specifications. Series is created and maintained electronically.	<b>Retain for 6 years after project completion/acceptance</b> <i>then</i> <b>Destroy</b>

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<b>GS 21015.8810.18242</b>  <b>Essential Record</b>	<b>Maintenance and Operation Manuals</b> Provided by construction contractor, contains information on equipment and materials installed in project. Used by maintenance personnel for on-going maintenance.	<b>Retain for 6 years after disposal of systems/equipment</b>  <i>then</i> <b>Destroy</b>
<b>GS 21014.8810.18239</b>	<b>Public Works Requisitions</b> Establishes capital budget requests for funds.	<b>Retain for 6 years after project completion/acceptance</b>  <i>then</i> <b>Destroy</b>
<b>GS 21011.8810.18237</b>  <b>ARCHIVAL RECORD</b>	<b>Records of Building Construction</b> Slides, photographs, and video tape showing process and status of building construction.	<b>Retain for 6 years after completion/abandonment of project</b>  <i>then</i> <b>Transfer to University Archives for historical appraisal and permanent retention</b>

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WWU Disposition Authority Reference	Records Series Title/Description	Retention and Disposition Instructions
<b>GS 21011.8810.18234</b>  <b>ARCHIVAL RECORD</b>	<b>Surveys and Studies</b> Provides a record of general site and geotechnical surveys and tests, seismic reports, asbestos studies, general SEPA checklists, environmental audits, mechanical and electrical balancing.	<b>Retain for 6 years after completion/abandonment of project</b> <i>then</i> <b>Transfer to University Archives for historical appraisal and permanent retention</b>