

Archives and Records Management



Retention Schedules

Specific Schedules: SRDS 0011205

Buildings Records: E

Buildings records include:

Project Documents

Reports

Maps, plans & drawings

Maintenance Records

Legal Documents

Correspondence, Photograph and miscellaneous

These schedules are aimed at the Permanent Secretary, Ministry of Communications & Works and senior staff, Director of Public Works, Building Authority, Town Planning, records officers and other stakeholders

You are kindly requested to apply the Schedules diligently

Chief Records Management Officer

Deputy Governor's Office

1st December, 2005

Record Management: Retention Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Building Records: E

Introduction

The primary purpose of this guidance is to outline the methods by which building records can be maintained in a readily accessible form to ensure simple, economic and efficient use.

The long-term practical value of building records sets them apart from other types of records. Whereas other records may be administratively useful for 20-30 years, some building records will be required for as long as the buildings exist, which can be hundreds of years.

Building records have not only historic but also great practical value. Much time and money can be wasted searching for or recreating relevant important information such as construction details, wiring and plumbing services, and colour schemes. The effective management of original material can avoid this.

A full record of a building's structure, plant and services is essential in order to plan accurately for its future care and to enable departments to fulfil their legal obligations and liabilities. The maintenance of records is also essential to ensure that departments retain the evidence necessary to develop effective defences against unwarranted claims.

To ensure that buildings are cared for efficiently, economically and to the appropriate standards it is essential that appropriate records be maintained throughout a building's life. The development of comprehensive collections of records is therefore fundamental to the well being of all buildings.

The Government is committed to setting the highest possible standards in the care of its historic buildings estate. Departments entrusted with the upkeep of these historic buildings are required to look after them expertly and sensitively.

Legal Documents

These include estate title, leasehold and other contract documentation relating to the building and its surrounding land.

Policy Records

These include surveys, evaluation reports, policy studies, etc.

Administrative Records

These documents are particularly relevant to the maintenance, repairs and reconstruction of buildings. They form an essential element of the process of caring for buildings. They comprise information such as survey drawings, as built drawings and records of services, historical narrative and descriptions, photographs, maintenance records, inventories of plant, equipment and furnishings, and possibly archaeological information about the site and building.

Records which are likely to be of historical value and which may be preserved in the National Archives are: -

- Surveys
- Project board minutes and board papers
- Policy files
- Planning and other certificates
- Narratives or written accounts of historic buildings
- Sets of “as built” drawings
- Photographic records of maintenance and building
- Project reports

Department of Public Works should establish a Buildings Records Room to house those records, which have not been selected, by the National Archives and which need to be retained to affect the continuing upkeep of buildings. The Building Records Room will be a small part of existing records organisations.

The Buildings Records Room in a department should be kept separate from other records. Departments will find that the most appropriate location of their BRR will depend on the operational needs and general building estate disposition. The National Archives can assist departments in deciding on the location to suit their particular needs. Once established the BRR should become the primary location for the storage of all buildings records required for the care of the particular building (s).

The Building Records Room should be the responsibility of the Departmental Records Officer (DRO) who will need to liaise closely with Estates personnel in his/her department.

The DRO’s duties in relation to the BRR should be:

- to ensure that the BRR is effectively managed
- to consult whenever appropriate Estates personnel and in the case of historic buildings, the Buildings, Monuments and Sites Division.
- to provide a records production and replacement service to the department’s estates and accommodation staff.
- to monitor the creation of buildings records to ensure that relevant material is incorporated into the BRR

Buildings Records Room will contain different types of records in different formats, including:

- original drawings
- files and folders
- computer records
- microform
- video tapes
- photographs

Records Management: Retention Scheduling

Buildings Records

- Project Documents
- Reports
- Maps, plans & drawings
- Maintenance Records
- Legal Documents

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Buildings Records: Project Documents: E (I)

No.	Type of Record	Retention Period (KIOF)	Action to be taken
1	Specifications	5 years after contract ends	25 years after contract ends
2	Bills of quantity		Review
3	Tender documents: a) Rejected b) accepted	2 years 2 years	Review (6 years) Review (16 years)
4	Agreements with contractors and consultants	2 years	Review
5	Surveys and inspections a) Reports – master set b) Reports – others copies	Retain 2 years	To Archives Destroy (2 years)
6	Maintenance manuals	Retain	Destroy (When superseded)
7	Standing instructions	Retain	Review (2 years)
8	Final accounts	7 years	Review (25 years)
9	Client Project Board minutes and paper a) record set b) all other copies	2 years	Review (25 years) Destroy (5 years)
10	Tender and evaluation board papers	3 years	Review (7 years)
11	Certificates (authority payment)	16 years	Review (25 years)
12	Claim and arbitration	11 years	Review (25 years)

N.B Review: To look at again at a later date, when it is hoped to determine the final disposal. 'First review' is carried out in the Office not later than 5 years after files become inactive. 'Second review' – 25 years from the creation of record, usually carried out in the Records Centre.

Abbreviations: Keep In Office For

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205 Buildings Records: Reports: E (II)

No.	Type of Record	Retention Period (KIOF)	Action to be taken
1	Reports Architectural a) master copy b) other copies	Retain for administrative purposes	Review (25 years) Destroy (5 years)
2	Structural engineering	Retain	Review (15 years)
3	Mechanical and electrical engineering	Retain	Review (15 years)
4	Drainage services	Retain	Review (15 years)
5	Building condition surveys	Retain	Review (25 years)
6	Quadrennial inspections	Retain	Review (25 years)
7	Fire precautions and services	Retain	Review (10 years)
8	Timber structures	Retain	Review (20 years)
9	Archaeological features	Retain	Review (25 years)
10	Financial and accounting	Retain	Review (12 years)
11	Conservation (Historic and listed buildings)	Retain	Review (25 years)
12	Other specialist reports not referred to above	Retain	Review (10 years)

N.B **Review:** To look at again at a later date, when it is hoped to determine the final disposal. ‘First review’ is carried out in the Office not later than 5 years after files become inactive. ‘Second review’ – 25 years from the creation of record, usually carried out in the Records Centre.

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205 Buildings Records: Maps, Plan & Drawings: E (III)

No.	Type of Record	Retention Period (KIOF)	Action to be taken
1	Site Survey	Retain for 16 years	Review (25 years)
2	Measured survey	Retain for 16 years	Review (25 years)
3	Archaeological records	Retain	Review (25 years)
4	Design drawings	Retain	Review (25 years)
5	Perspective drawings	Retain	Destroy(25 years)
6	Working copies of above	Retain	Destroy (12 years)
7	Consultants' and contractors' drawings and associated records	2 years	Review (16 years)
8	'As built' or 'as installed' drawings	Retain	Review (15 years)
9	Presentation records including drawings, photographs, models etc		Review (15 years)
10	Competition drawings	2 years	Review (10 years)
11	Feasibility studies, preliminary designs and other proposals not implemented	2 years	Review (25 years)
12	Computer Aided Design (CAD) records	Retain	

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Buildings Records: Maintenance Records E: (IV)

No.	Type of Record	Retention Period (KIOF)	Action to be taken
1	Maintenance Schedules	Retain	Review (16 years)
2	Maintenance diaries or logs	2 years	Destroy (16 years)
3	Installation surveys (plant and services)	Retain	Review (16 years)
4	Incident Reports	2 years	Review (5 years)
5	Maintenance programme	Retain	Review (16 years)
6	Maintenance and operational manuals	Retain	Destroy
7	Health and safety inspection reports	5 years	Review (12 years)
8	Accident books	1 year	Review (3 years)
9	Accidents reports	2 years	Review (5 years)
10	Plant and equipment condition survey	Retain	Review (10 years)
11	Maintenance contracts and related correspondence	2 years	Review (12years)
12	Meeting with contractors		
	a) agenda, minutes etc, record set	2 years	Review (5 years)
	b) agenda, minutes etc, other copies		Destroy (6 years)
	c) drafts, domestic arrangements etc		Destroy (3 years)
13	Forward maintenance registers (FMR)	Retain	Review (16 years)

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Buildings Records: Legal Documents: E (V)

No.	Type of Record	Retention Period	Action to be taken
1	Title deeds and other documents relating to freehold property	Deposit in safe custody after completion	Transfer to new freeholder on disposal
2	Leases (signed copies)	Deposit in safe custody after completion	Destroy (16 years)
3	Memoranda of terms	Deposit in safe custody after completion	Destroy (16 years)
4	Subletting agreements	Deposit in safe custody after completion	Destroy (12 years)
5	Way leave agreements	Deposit in safe custody after completion	Review (12 years)
6	Landlords' consents	Deposit in safe custody after completion	Destroy (16years)
7	Licences	Deposit in safe custody after completion	Destroy (16 years)
8	Schedules of known tenant alterations	Deposit in safe custody after completion	Destroy (16 years)
9	Register of records and documents deposited in safe custody	Retain	Destroy (16 years)
10	Tests and statutory certificates	Retain	Destroy (12 year)
11	Fire certificates	Retain	Destroy (12 years)
12	Planning consents and correspondences		
	a) alterations to buildings	10 years	Review (25years)
	b) new buildings	5 years	Review (25 years)
13	Listed buildings consents and correspondence	5 years	Review (25years)

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Buildings Records: Correspondence, Photos and Miscellaneous: E (VI)

No.	Type of Record	Retention Period (KIOF)	Action to be taken
1	Consultants and contractors	3 years	Review (16 years)
2	Statutory authorities	3 years	Review (25 years)
3	Utility and communication companies	5 years	Review (16 years)
4	Photographic Records Albums	5 years	Review (10 years)
5	Catalogues of photographs	5 years	Review (25 years)
6	Prints and negatives a) site photographs b) work in progress c) completed works d) publicity photograph	3 years 3 years 3 years 2 years	Review (10 years) Review (16 years) Review (25 years) Review (25 years)
7	Miscellaneous Publicity literature (ceremonial, official openings, dedications, etc)	Immediately after the event or publication	Review (5 years)
8	Historical narratives	Retain	Review (25 years)
9	Staff work diaries	2 years	Review (5 years)
10	Any other records relating to buildings not otherwise referred to in the schedules	Retain	Review (10 years)