

SECTION 2

BUILDINGS AND PROPERTIES

2000 - 2999

Section 2, Buildings and Properties organizes records related to facilities management. It includes the acquisition, construction, alteration and repair of buildings that are owned, leased or rented by the GNWT. It also includes records related to the acquisition, development, maintenance and disposal of lands. In addition, *Buildings and Properties* organizes records related to the installation and maintenance of utilities, fire prevention, disaster plans, accommodations and the allocation of office space.

**LIST OF PRIMARIES
BUILDINGS AND PROPERTIES SECTION**

2000	Buildings and Properties - General
2020	Accommodations
2050	Buildings - Government-Owned
2055	Buildings - Leased
2080	Lands - Acquisition and Disposal
2085	Lands - Development and Maintenance
2105	Parking Areas
2110	Utilities

Records related to buildings, facilities, structures and sites, **and which do not fit elsewhere in the Buildings and Properties Primaries.** It includes building directories, addresses, location lists, signage, conference room use, and other records of a general nature.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Building Directories, Addresses, Location Lists, Signage	S/O	nil	D	S/O	nil	D
30	Conference Room Use	2	nil	D	2	nil	D

A = Active	SA = Semi Active	FD = Final Disposition	D = Destroy
S/O = Superseded/Obsolete	AS = Archival Selection	nil = No Assigned Retention	FR = Full Retention

Records related to the acquisition, planning, design, construction, operation and maintenance of buildings that are owned by the Department. It includes operations and maintenance manuals, floor plans, copies of related contracts and leases, major renovations and expansion projects, fire prevention and mechanical systems, minor repairs, damage to buildings, reports, statistics and building disposal records. It also includes client charges, building occupancy charges, janitorial services, and copies of related contracts.

For original contracts, see *Primary 4280*.

For original revenue leases, see *Primary 4372*.

For original expense leases, see *Primary 4369*.

For building evacuation plans, see *Primary 1285*.

NOTE: If the Department has an operational mandate to construct buildings and facilities (e.g. airports, housing, hospitals, schools), all records related to construction are operational and should be filed with the relevant operational project management file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Buildings (includes O&M manuals, contracts, floor plans, drawings, plans, designs, major renovations, disposal of building, etc.)	S/O*	7	D	2	nil	D
25	Maintenance / Minor Repairs	2	5	D	2	nil	D
30	Inspection Reports	2	5	D	2	nil	D
35	Licensing (includes concessions, revenue leases, etc.)	S/O	7	D	S/O	nil	D
40	Client Charges / Building Occupancy Charges	2	5	D	2	nil	D
45	Janitorial Services	2	5	D	2	nil	D

S/O* = retain on-site until ownership of the building is transferred to a non-GNWT agency, or until the building is demolished. If the transfer of ownership is subject to the GNWT indemnity clause, records should be retained until the building is destroyed or the indemnity clause is invalidated.

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

D = Destroy
FR = Full Retention

Records related to the acquisition, planning, design, operation and maintenance of buildings that are leased by the Department. It includes copies of related contracts and leases, floor plans, renovations, minor repairs, damage to buildings, reports and statistics. It also includes building occupancy charges, client charges, janitorial services, and copies of related contracts.

For original contracts, see *Primary 4280*.

For original revenue leases, see *Primary 4372*.

For original expense leases, see *Primary 4369*.

For building evacuation plans, see *Primary 1285*.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	7	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Buildings (includes contracts, leases, floor plans, drawings, plans, etc.)	S/O*	7	D	2	nil	D
25	Maintenance / Minor Repairs	2	5	D	2	nil	D
30	Client Charges / Building Occupancy Charges	2	5	D	2	nil	D
35	Janitorial Services	2	5	D	2	nil	D

S/O* = retain on-site until the lease or contract is cancelled, superceded or amended

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

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FR = Full Retention

Records related to the management of lands, including land appraisals, acquisitions and disposals. Land concessions includes the granting or attainment of easements, rights-of-way and licenses on Crown or privately-owned land. This primary also includes records related to the disposal of lands by sale, transfer or expiry of the lease.

For original non-financial agreements, see *Primaries 1080-1097*.

For original contracts, see *Primary 4280*.

For original revenue leases, see *Primary 4372*.

For original expense leases, see *Primary 4369*.

NOTE: If the Department has the operational mandate to acquire or dispose of lands on behalf of the GNWT, the related records are operational and should be filed in the relevant operational subject file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	10	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Land Appraisals	2	5	D	2	nil	D
25	Land Acquisitions	S/O*	10	D	S/O	nil	D
30	Land Concessions	S/O**	10	D	S/O	nil	D
35	Land Disposals	S/O***	10	D	S/O	nil	D

S/O* = retain on-site until land acquisition is cancelled or acquired lands have been disposed of

S/O** = retain on-site until agreements, licenses, easements and other actions are completed, terminated, or replaced

S/O*** = retain on-site until all actions related to the disposal are completed

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

D = Destroy
FR = Full Retention

Records related to the development and maintenance of Government sites, lands and properties. It includes records related to snow removal, landscaping and ground maintenance, and the maintenance and repair of roads, sidewalks, signs, streets and fences.

For building maintenance, see *Primaries 2050, 2055.*

For original contracts, see *Primary 4280.*

For master copies of expense leases, see *Primary 4369.*

For master copies of revenue leases, see *Primary 4372.*

NOTE: If the Department has the operational mandate to maintain buildings, facilities, sidewalks and roads, the related records are operational and should be filed with the relevant operational file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Development and Maintenance	2	4	D	2	nil	D

A = Active
 S/O = Superseded/Obsolete
 SA = Semi Active
 AS = Archival Selection
 FD = Final Disposition
 nil = No Assigned Retention
 D = Destroy
 FR = Full Retention

Records related to the general administration of parking areas, including records on the construction or development of parking areas. It also includes the allotment of parking spaces and parking permits for Government vehicles and employee vehicles.

NOTE: If the Department has the operational mandate to construct parking areas, records related to design and construction are operational and should be filed with the relevant operational project management file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	6	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
25	Parking Area Project Files	2	4	D	2	nil	D
30	Parking Facilities (Space Assignments)	S/O	nil	D	S/O	nil	D

A = Active SA = Semi Active FD = Final Disposition D = Destroy
 S/O = Superseded/Obsolete AS = Archival Selection nil = No Assigned Retention FR = Full Retention

Records related to the **general administration** of utility systems. Environmental control topics include air conditioning, humidity controls and ventilation, and heating and refrigeration systems. This primary also includes records related to the installation, operation, maintenance and repair of gas, water, sewer, plumbing, lighting and electrical systems. Also included are records related to garbage disposal and the disposal of hazardous materials.

For original invoices, see *Primary 4167*.

NOTE: Original contracts relating to the administration, installation and servicing of utilities should be filed in *Primary 4281*. Copies of contracts may be kept on the subject file under this primary for convenience purposes only.

NOTE: If the Department has the operational mandate to construct buildings and facilities, records related to the design and installation of utility systems are operational and should be filed with the relevant operational project management file.

NOTE: Tertiaries (sub-divisions of secondaries) may be assigned as required. Consult the Departmental records coordinator for the assignment of tertiary numbers.

SECONDARIES		MASTER FILE			COPY FILE		
		A	SA	FD	A	SA	FD
00	Policy and Procedures	S/O	20	AS/D	S/O	nil	D
01	General	2	nil	D	2	nil	D
20	Environmental Controls	2	5	D	2	nil	D
25	Garbage Disposal	2	5	D	2	nil	D
30	Gas Systems	2	5	D	2	nil	D
35	Lighting and Electrical Systems	2	5	D	2	nil	D
40	Water, Sewer, Plumbing Systems	2	5	D	2	nil	D
45	Hazardous Material Disposal	S/O*	20	D	S/O	nil	D

S/O* = retain on-site until all actions related to each individual incident have been completed

A = Active
S/O = Superseded/Obsolete

SA = Semi Active
AS = Archival Selection

FD = Final Disposition
nil = No Assigned Retention

D = Destroy
FR = Full Retention