

## **SECTION 3**

### **EQUIPMENT AND SUPPLIES**

**3000 - 3999**

*Section 3, Equipment and Supplies* organizes records related to materiel management. It includes the acquisition, distribution, maintenance, storage and disposition of equipment and supplies, including vehicles. *Equipment and Supplies* also includes standing offer agreements, inventory control and product information.

**LIST OF PRIMARIES  
EQUIPMENT AND SUPPLIES**

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- 3000 Equipment and Supplies - General
- 3005 Equipment and Supplies - Industrial
- 3015 Equipment and Supplies - Institutional
- 3020 Equipment and Supplies - Office
- 3030 Assets Control and Inventory
- 3150 Firearms
- 3190 Fuels
- 3200 Furniture and Furnishings
- 3247 Print Procurement
- 3295 Vehicles

Records related to materiel management **that do not fit under a specific primary**. It includes product and service information, distribution of goods, maintenance, repairs and warranties. It also includes information on temporary loans of equipment, catalogues, and price lists for goods and services.

**For assets control and inventory, see *Primary 3030*.**

**For contracts and LCAs, see *Primary 4280*.**

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Equipment Loans	S/O*	nil	D	S/O	nil	D
25	Equipment and Supplies	S/O**	nil	D	S/O	nil	D
30	Catalogues and Price Lists	S/O	nil	D	S/O	nil	D

S/O\* = retain on-site until equipment is returned

S/O\*\* = retain on-site until equipment is surplus or disposed of

Records relating to the acquisition of **industrial** equipment and supplies, including product and service information, distribution of equipment, maintenance and warranties. Industrial equipment and supplies include **specialized equipment**, e.g. mining equipment, and building materials, e.g. hardware, lumber, ceiling and flooring materials.

**For assets control and inventory, see *Primary 3030*.**

**For vehicles, see *Primary 3295*.**

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Industrial Supplies	2	nil	D	2	nil	D
25	Industrial Equipment	S/O*	nil	D	S/O	nil	D

S/O\* = retain on-site until equipment is surplus or disposed of

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 relating to the acquisition of **institutional** equipment, supplies and services, including product and service information, distribution of goods, maintenance and warranties. Institutional equipment and supplies include specialized equipment required for medical facilities and laboratories, kitchen and laundry facilities, correctional facilities and schools. Supplies include uniforms and protective clothing, janitorial supplies, laundry services and food provisions, etc.

**For assets control and inventory, see *Primary 3030*.**

**For furniture and furnishings, see *Primary 3200*.**

**NOTE:** **Institutional facilities** include colleges, schools, hospitals, health centres, group homes, senior citizen centres and correctional institutions.

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Institutional Equipment	S/O*	nil	D	S/O	nil	D
25	Institutional Supplies	2	nil	D	2	nil	D
30	Protective Clothing / Uniforms	2	nil	D	2	nil	D
35	Foods	2	nil	D	2	nil	D

S/O\* = retain on-site until equipment is surplussed or disposed of

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 procurement of office equipment and supplies, including product and service information, warranties, distribution and maintenance. Office equipment includes computers, printers, facsimile (fax) machines, photocopiers, audiovisual, photographic, micrographic and imaging equipment, telecommunications equipment, etc. Office supplies include business cards, file folders, labels, pens, stationery, etc.

**For asset control and inventory, see *Primary 3030*.**

**For computer software, see *Primary 6010*.**

**For forms management and design, see *Primary 6215*.**

**For office furniture and furnishings, see *Primary 3200*.**

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Office Equipment (includes computer hardware)	S/O*	nil	D	S/O	nil	D
25	Office Supplies	2	nil	D	2	nil	D

S/O\* = retain on-site until equipment is surplussed or disposed of

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 **administration, control and tracking of all assets**. It includes lists of fixed assets, stock inventories and changes to asset inventories, such as the receipt, storage, stock taking, and discharge/removal of assets including related correspondence.

This primary also includes records (e.g. surplus reports, donations and sales, Grants-in-Kind) related to the disposal of surplus equipment according to GNWT procedures. It also includes recycling of paper, materials and supplies.

**For disposal of buildings, see *Primary 2050*.**

**For disposal of lands, see *Primary 2080*.**

**For disposal of firearms, see *Primary 3150*.**

**For disposal of Government records, see *Primary 6255*.**

**NOTE:** This primary does not include records relating to financial assets such as cash, audits, accounts receivable and bank accounts.

**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	Asset Inventories	S/O	5	D	S/O	nil	D
35	Disposal and Surplus (includes write-offs)	S/O*	5	D	S/O	nil	D
40	Recycling Programs	S/O**	5	D	S/O	nil	D

S/O\* = retain on-site until all actions relating to disposal have been completed

S/O\*\* = retain on-site until program is cancelled or amended

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 and use of firearms in the Department. It includes product and service information, copies of permits required to obtain firearms, registration and licensing, distribution, storage, handling and disposal of firearms.

**For assets control and inventory, see *Primary 3030*.**

**For original firearms permits, see *Primary 1315*.**

**NOTE:** As the acquisition, storage and disposal of firearms is strictly controlled, records related to firearm disposals are specifically included in this primary.

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Firearms	S/O*	5	D	S/O	nil	D

S/O\* = retain on-site until firearms are disposed of

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 direct purchase of all types of fuel by the Department. It includes product and service information, performance, supply, distribution and use.

**NOTE:** If the Department has an operational mandate to supply fuels, related records are operational and should be filed in the relevant operational records subject file, e.g. Petroleum Products Division, PWS.

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Fuels - Heating	2	nil	D	2	nil	D
25	Fuels - Motor	2	nil	D	2	nil	D
30	Fuels - Other	2	nil	D	2	nil	D

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

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Records related to the acquisition of furniture and furnishings such as desks, bookcases, chairs, school desks, linens, bedding, curtains, etc. It includes product and service information, distribution and maintenance.

**For office equipment, see *Primary 3020*.**

**For assets control and inventory, see *Primary 3030*.**

**For disposal and surplus, see *Primary 3030*.**

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Furniture / Furnishings	S/O*	nil	D	S/O	nil	D

S/O\* = retain on-site until furniture/furnishings are surplus or disposed of

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 of print services. It includes cost estimates, price quotes, printing instructions and requirements, forms procurement and forms distribution.

**For forms design and management, see *Primary 6215*.**

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Print Services	2	nil	D	2	nil	D

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S/O = Superseded/Obsolete	AS = Archival Selection	nil = no assigned retention	FR = Full Retention

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Records related to the procurement, use and maintenance of vehicles. It includes product and service information, warranties, operating standards, insurance, registrations, licences, parking permits, copies of leases for vehicle rentals, storage regulations, accidents and maintenance. Vehicles include cars, trucks, construction and off-road equipment, all-terrain vehicles, tractors, snowmobiles, land-clearing and construction equipment, boats, barges, ferries, canoes, etc.

**For vehicle inventories/controllable assets, see *Primary 3030*.**

**For vehicle disposals, see *Primary 3030*.**

**For allocation of parking, see *Primary 2105*.**

**For original vehicle rental (expense) leases, see *Primary 4369*.**

**NOTE:** The original contract file, *Primary 4280*, contains user specifications, justifications for purchase, tenders, bidders lists, plan holders logs, purchase orders, contracts, receiving slips and invoices.

**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	Vehicles	S/O*	nil	D	S/O	nil	D

S/O\* = retain on-site until vehicle lease expires, or vehicle is surplus or disposed of

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