

Simmons College Archives

Simmons College: Retention Schedule for Operations Records

January 2012



Simmons College Archives
11/17/2011

OPERATIONS RECORDS

Building, System, and Land Plans

These records include architectural blueprints; sketches; aerial photographs; preliminary planning drawings; as built drawings; drawings reflecting changes to the original plans; soil testing maps; any other type of graphic representation produced relating to buildings, systems, and land.

	Record Holder	Retention Period	Disposition
Official Copy	Facilities Office	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

Construction Project Records

These records are used to document the planning, administration, and implementation of current and potential construction projects; to project needs for projects; and as a reference to projects once they have been completed. These records may include but are not limited to: project descriptions and requirements; plans; plan reviews; project schedules; contract change orders; bid documentation; contracts and agreements with architects, artists, engineers, consultants, vendors, and contractors; materials and soils reports; progress reports; insurance reports; payment schedules; summary reports; memos; and final acceptance statements. These records also include project descriptions, budget projection and allocation records, budget authorization forms, budget change orders, final acceptance statements, and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Facilities Office	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

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Real Property Leasing & Rental Records

These records document the lease and rental of property and may include agreements, contracts, maintenance plans, and administrative materials.

	Record Holder	Retention Period	Disposition
Official Copy	Facilities Office	7 Years after expiration of lease or agreement	Confidential Destruction.
Unofficial Copy	All others	As needed	Confidential Destruction
