



Facilities Planning Policy & Procedure #14

TITLE: **RECORD RETENTION AND ARCHIVING – MAJOR PROJECT**

OBJECTIVE AND PURPOSE To ensure all project documents are retained in accordance with the Florida Statutes Chapters #119 & #257 and provide the University Architect’s Division a methodology to reference and retrieve the archive documents.

RESPONSIBILITY **ACTION**

PROJECT MANAGER

- ◆ At final completion of the project verify that A copy of the Project Program is in the Program Library (FP Director’s office shelf) and an additional copy is in the project files.
- ◆ Retain the Signed and Sealed Construction Documents in the Rack Room during the one year warranty period.

PROJECT MANAGER & ENGINEERING TECH/DESIGNER

- ◆ At final completion of the project coordinate with the Engineering Tech/Designer the following:
 - a) 100% record set is placed in Plans Room flat file
 - b) Place and label a complete set of project specifications in the Plans Room.
 - c) Place and label a complete set of operation manuals with warranties in the Plans Room.
 - d) Scan both the permit and SFM approved sets and place electronic file in the Plans Room.
 - e) Dispose of all preliminary submittals and both the SFM and permit drawings that have been scanned.

PROJECT MANAGER

- ◆ At the end of the one (1) year warranty period, the Project Manager shall forward a written request to the Administrative Office Coordinator to transfer the project files to the Administration Building for storage.

ADMINISTRATIVE OFFICE COORDINATOR

- ◆ Transfer the project files in the proper type of storage box required by the Controller’s Office to the Administration Building.
- ◆ Verify that the Archive Databases are updated
Note: the databases are in P:\archive

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