
CAPITAL PROJECTS

Description: Records relating to the planning, design, construction or renovations of buildings, facilities and infrastructure projects at the University. Records may include correspondence, project development documentation, requests for proposals or bids, tenders, construction contracts and documents relating to contract administration, permits from authorities having jurisdiction, testing or inspection reports, and certificates of completion/occupancy. As per Memorial University's *Capital Projects* policy, major capital projects are defined as having a funding requirement in excess of \$5,000,000 and minor capital projects have a funding requirement of equal to or less than \$5,000,000.

Approved and/or as-built copies of building plans and specifications as well as acceptance/commissioning reports shall be retained as per guidelines in Building Surveys, Plans and As-Builts.

Filing Guidelines: Upon completion of a capital project the as-built drawings and specifications will be transferred to the *Building Surveys, Plans and As-Builts* record retention schedule.

*Financial and Administrative Services (Strategic Procurement Office) maintains the Official record of requests for proposals or bids and tenders documents and those documents referenced as part of this record class above are copies.

MUNCLASS Function:	Facilities and Property (FP)
Responsible Unit(s):	Facilities Management
Retention:	Completion of major capital project completion + 10 years Completion of minor capital project completion + 5 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use, Memorial University's <i>Capital Projects</i> policy
