
SIGNAGE

Description: Consists of records relating to university exterior and interior signage; maintenance and equipment code required signage including parking and regulatory street signs as well as exterior building signs; directional and way-finding for exterior and interior; emergency maps layouts and content of information; safety and regulatory signage for research labs and teaching facilities; vehicle markings; emergency notices and other related records.

MUNCLASS Function:	Facilities and Property (FP)
Responsible Unit(s):	Facilities Management
Retention:	Physical Signage - Obsolete and/or damaged Templates, and other signage records - Date Superseded/Obsolete + 3 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use