

---

## SPACE INVENTORY PLANNING

**Description:** Consists of records relating to the compilation and administration of space inventory. Records may include space requests in relation to the university Space Standards and Guidelines.

**Filing Guideline:** Records in space/occupancy database are updated annually.

---

**MUNCLASS Function:** Facilities and Property (FP)

**Responsible Unit(s):** Facilities Management

**Retention:** PDF: Current year file closed + 7 years  
Space/occupancy database: Current year + 1 year (as per mandatory annual update)

**Disposition:** Destroy

**Media:** Electronic

**Authority:** Anticipated Operational Use