

Schedule C Facilities, Transportation, and Construction --UMass Boston Paper Retention Schedule (Based on Massachusetts Secretary of State)								
Record Type	Record Category	Record Sub-Category Code	Record Sub-Category Title	Description	Owner	UMB Standard Retention Schedule	Retention Schedule Begins	Notes
C Facilities, Transportation, and Construction	C1 Facilities Management	C1-1	Facilities Management Records	Documents the daily routine administration of campus facilities, buildings, and grounds. Includes key control documents, security monitoring records, hours of operation, parking assignments, visitor logs, water testing, fire control, incident reports, shift supervisor logs, facilities scheduling, special event preparations, regulatory reporting, and related correspondence.	Facilities	3 years	Upon creation.	
C Facilities, Transportation, and Construction	C1 Facilities Management	C1-3	Facilities Disability Access Records	Documents ongoing efforts by the campus to make its buildings and grounds accessible to, functional for, and safe for use by persons with disabilities in compliance with the Massachusetts Architectural Access Board (MAAD), the Americans with Disabilities Act (ADA), and other agencies' requirements where applicable. Records include analyses, studies, plans, reports, appeals and variances, policy documentation, legal opinions, and agency correspondence.	Facilities	Permanent.	Upon closure or completion.	

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C Facilities, Transportation, and Construction	C1 Facilities Management	C1-4	Equipment Case Files	Documents the history of individual pieces of building system equipment purchased and/or maintained by the campus, and other equipment purchased by Facilities. Includes secondary copies of invoices, requisitions and purchase orders, packing slips, vendor information, instructions and manuals, warranties and guaranties, rental agreements, maintenance agreements, maintenance and repair documentation, and final disposition records.	Facilities	6 years	Upon closure or completion.	
C Facilities, Transportation, and Construction	C1 Facilities Management	C1-5	Property, Vehicles, and Equipment Management Records	Documents the management, repair, and use of campus-owned equipment, vehicles, and other property. Includes equipment inventory forms. Vehicle usage and driver logs, maintenance reports, state motor vehicle accident reports, and related correspondence remain in the department to which the vehicles are assigned.	Department	3 years	Upon creation.	
C Facilities, Transportation, and Construction	C1 Facilities Management	C1-6	Buildings and Facilities Informational Data	Consists of data about campus buildings and facilities maintained as a reference in site folders, listings, or other formats.	Facilities	Retain until administrative use ceases.	Upon creation.	
C Facilities, Transportation, and Construction	C1 Facilities Management	C1-7	Inventory Records	Documents the tracking of supplies and stores purchased and maintained by the Facilities department. Includes inventory worksheets and forms, listings, and related correspondence.	Facilities	3 years	After inactive, revoked, or superseded.	

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C Facilities, Transportation, and Construction	Facilities Management	C1-8	Facilities Hazardous Materials Monitoring Records	Documents each potentially dangerous chemical or other substance in use on campus and details its hazards, symptoms, and other data regarding exposure, use, and storage risks. Includes inventory sheets, reports, and related correspondence.	Environmental Health & Safety	(a) Primary copies: 30 years. (b) Secondary copies: 3 years.	Upon creation.	Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS) are not retained by EHS because they are readily available online or
C Facilities, Transportation, and Construction	C1 Facilities Management	C1-9	Facility Safety Records	Documents the planning and review of safety in the workplace. Includes safety incident analyses, background support, safety committee minutes and notes, and related correspondence.	Environmental Health & Safety	(a) Records regarding change of policy: Permanent. (b) All other records: 3 years.	Upon creation.	
C Facilities, Transportation, and Construction	C1 Facilities Management	C1-10	Facilities Fire, Safety, and Environmental Monitoring Records	Documents fire, safety, and environmental monitoring and reporting on campus. Includes fire and emergency drill reports, fire systems inspection reports, environmental cleanliness reports, underground tank inspections, and related reports and correspondence.	Environmental Health & Safety	3 years	Upon creation.	
C Facilities, Transportation, and Construction	C2 Construction Legal	C2-3	Construction Project Designer Contract Records	Documents the process to determine contract awards for architectural or artistic designs of state buildings, grounds, projects, or art that are managed by the campus. Includes bid guidelines, illustrations, plans, proposals, and related correspondence.	Contracts & Compliance	(a) Substantive artwork, designs, photos, and accompanying reports, plans, or narratives: Retain until administrative use ceases. (b) All other records: Retain 3 years after close of bid or award process.	Upon creation.	

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C Facilities, Transportation, and Construction	C2 Construction Legal	C2-4	Construction Project Contract Legal Records	Documents the core of legal documents of individual construction contracts that are managed by the campus. Includes signed contracts, amendments, compliance with reporting requirements, and related correspondence.	Contracts & Compliance	(a) Landmark or policy-setting contracts: Permanent. (b) Sealed portions of contracts: Retain 20 years. (c) All other records: 6 years.	After acceptance.	
C Facilities, Transportation, and Construction	C2 Construction Legal	C2-5	Construction Project Professional Services Contract Records	Documents the hiring of professionals for design or other pre-construction work that is managed by the campus.	Contracts & Compliance	6 years	Upon expiration.	
C Facilities, Transportation, and Construction	C2 Construction Legal	C2-6	Construction Claims and Disputes Records	Documents disputes between the campus and contractors over change orders, contract compliance, contractor certification, claims, and related issues. Includes change order files, submissions, and related correspondence.	Contracts & Compliance	6 years	After final action.	
C Facilities, Transportation, and Construction	C2 Construction Legal	C2-7	Construction Regulations Compliance Records	Documents the monitoring of construction projects managed by the campus for compliance with contract provisions. Includes investigation notes and reports, workforce reports, wage rates, and related correspondence.	Facilities	6 years	After acceptance.	
C Facilities, Transportation, and Construction	C2 Construction Legal	C2-8	Construction Project Litigation Case Files	Documents the litigation of cases involving construction projects that are managed by the campus. Includes complaints, answers, pleadings, memoranda of law, affidavits, exhibits, and other materials and correspondence.	Contracts & Compliance	15 years	After final action.	
C Facilities, Transportation, and Construction	C2 Construction Legal	C2-9	Property Settlements and Judgments Payment Records	Documents payment of monies owed due to settlements or judgments. Includes payment support documents and related correspondence.	Contracts & Compliance	20 years	After payment.	

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C Facilities, Transportation, and Construction	C3 Construction Planning	C3-1	Master Plan for Development Records	Consists of the Campus Master Plan for development of campus property; includes drafts and amendments to the plan.	Office of Campus Master Planning	(a) Final adopted plan: Retain until superseded. (b) All other official records: 10 years.	Upon creation.	
C Facilities, Transportation, and Construction	C3 Construction Planning	C3-2	Capital Projects Planning Records	Documents efforts to determine campus capital facility needs to assist in making budget requests, as well as overall planning needs.	Facilities	(a) Summary reports and substantive correspondence: Permanent. (b) All other records: 10 years.	Upon creation.	
C Facilities, Transportation, and Construction	C3 Construction Planning	C3-3	Construction Study Library Files	Documents final plans and studies relating to construction projects that are managed by the campus. Includes certified studies, traffic plans, environmental and engineering plans, testing reports, consultant reports, feasibility studies, and related correspondence.	Facilities	15 years	Upon closure or completion.	
C Facilities, Transportation, and Construction	C3 Construction Planning	C3-4	Capital Budget Request Records	Documents DCAMM review of annual requests for capital outlay appropriations. Includes requests for funds, request support materials, long range plans, and related correspondence.	Facilities	(a) Substantive planning correspondence and minutes not found elsewhere: Permanent. (b) All other records: 10 years.	Upon creation.	
C Facilities, Transportation, and Construction	C4 Pre-Construction	C4-2	Construction Project Bid Records	Documents the process to bid on construction projects that are managed by the campus. Includes contractor qualification applications for certification, securities for bids bonds, bid proposals, bid advertisements, bid reviews and awards, and related correspondence.	Contracts & Compliance	(a) Awarded bids and bid process advertisements: Retain for 6 years after final acceptance. (b) Contractor qualification documents and non-awarded bids: 3 years. (c) All other records: Retain until administrative use ceases.	After acceptance.	
C Facilities, Transportation, and Construction	C4 Pre-Construction	C4-3	Construction Emergency Bid Waiver Records	Documents waiver of bidding procedures for emergency repairs of state property, public buildings, or public works that are managed by the campus.	Facilities	6 years	After acceptance.	

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C Facilities, Transportation, and Construction	C5 Construction Management	C5-1	Construction Project Management Records	Documents all phases of the administration of construction projects managed by the campus involving improvements to land, buildings and facilities, and waterways. Includes project managers' files such as contracts, plans and specifications, work orders, subcontractor documentation, daily journals and schedules, and related correspondence.	Facilities	(a) Final as built-plans, project summaries, specifications reports, survey reports, land disposition agreements, titles, deeds, and easements: Permanent. (b) Construction photographs and landmark projects: 6 years. (c) Scheduling and progress summaries, status reports, consultants' reports, public relations records, environmental report records,	After final project acceptance or abandonment.	
C Facilities, Transportation, and Construction	C5 Construction Management	C5-2	Construction Project Planning and Engineering Records	Documents state engineers' role in the execution of construction projects that are managed by the campus. Includes plans, plan reviews, issues documentation, reports, and related correspondence.	Facilities	6 years	After acceptance.	
C Facilities, Transportation, and Construction	C5 Construction Management	C5-3	Construction Project Cost Oversight Records	Documents reports required of state facilities spending funds transferred to them by DCAMM in order to monitor project costs.	Facilities	3 years	Upon creation.	
C Facilities, Transportation, and Construction	C5 Construction Management	C5-4	Construction Project Cost Accounting Records	Documents the fiscal account tracking and reconciliation of all phases of individual construction projects that are managed by the campus. Includes proposals, payment documents, monthly expense reports, control sheets, detailed ledger listings, financial status reports, owner controlled insurance programs, and related correspondence.	Facilities	6 years	After acceptance.	
C Facilities, Transportation, and Construction	C5 Construction Management	C5-5	Facility Memorials and Dedications Records	Documents records created as a result of naming a facility after an individual.	University Advancement	Permanent.	After administrative use ceases.	

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C Facilities, Transportation, and Construction	C5 Construction Management	C5-6	Building Plans and Specifications Records	Documents facility or building plans and diagrams of structures or internal systems that are managed by the campus. Includes plans, diagrams, schematics, specifications, and related correspondence. Provides a record of construction plans and drawings of state facilities and buildings for the use of Facilities staff in daily monitoring, maintenance, and upkeep.	Facilities	(a) As-built drawing set or best available copies of plans, drawings and specifications: Permanent (where not held as permanent elsewhere). (b) Shop drawings and as-bid plans or specifications: 6 years. (c) Duplicate convenience sets: Retain until administrative use ceases. (d) Facilities management set and all other records: Retain for the life of the facility or building.	Upon closure or completion.	
C Facilities, Transportation, and Construction	C5 Construction Management	C5-7	Geologic Sample Records	Provides a record of the field investigation data managed by the campus and used to determine the engineering characteristics and suitability of the soil and bedrock for proposed construction, to identify mineral and water resources, to determine subsurface environmental conditions, or for scientific and educational purposes. Records include drill logs, instrumentation installation records, chemical and physical test results and analysis reports, field notes, photographs, maps, and other related documentation.	Facilities	(a) Rock cores, rock specimens, cuttings and thin sections: Permanent. (b) Soil samples: Review by engineers, the state geologist and the Archives to determine if representative samples or all samples should be maintained permanently. Otherwise, retain until final project acceptance. (c) Geologic tests, reports, photographs, maps and drill logs: Permanent.	Upon closure or completion.	
C Facilities, Transportation, and Construction	C7 Real Estate and Land Use	C7-7	Real Estate Disposition Disclosure Records	Documents required disclosures of parties involved in the leasing or acquisition of state land as mandated by 7 MGL 40J.	Contracts & Compliance	Permanent.	After administrative use ceases.	

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C Facilities, Transportation, and Construction	C7 Real Estate and Land Use	C7-8	Fixed Asset Recording Records	Documents the official acquisition, betterment, or disposal of fixed assets.	Contracts & Compliance	Permanent.	After administrative use ceases.	
C Facilities, Transportation, and Construction	C7 Real Estate and Land Use	C7-13	Campus Lease Procurement Records	Documents leases procured on the behalf of user agencies. Includes leases and all amendments, beneficial interest disclosure statements, certificates of tax compliance, estoppels, subordination agreements, changes of ownership, and related correspondence.	Contracts & Compliance	6 years	Upon expiration.	
C Facilities, Transportation, and Construction	C7 Real Estate and Land Use	C7-14	Campus Property Access License Records	Documents licenses issued in order to provide access to campus property for a limited time period.	Department	10 years	Upon expiration.	
C Facilities, Transportation, and Construction	C11 Motor Vehicles	C11-5	Uniform Traffic Citations Records	Documents the issuance of traffic tickets.	Public Safety	3 years	After payment.	
C Facilities, Transportation, and Construction	C11 Motor Vehicles	C11-6	Motor Vehicle Accident Reports	Consists of Police Accident Reports (CRA-65) and Operator Accident Reports (CRA-23).	Public Safety	7 years	Upon creation.	Records are retained for 7 years to comply
C Facilities, Transportation, and Construction	C11 Motor Vehicles	C11-12	Motor Vehicle Parking Records	Documents the issuance of and payment for parking passes and tickets and payment for violations.	Parking & Transportation	3 years	After payment.	