



### Engineering Records Inventory 2013

Type of Record	Record Format	Retention Period	Official Guardian	Statute/Regulation
Completed Work Orders	Hard copy	7 years	Engineering Manager	Voluntary
Purchase Requisitions	Hard copy	Selective retention of equipment purchase records for life of equipment	Engineering Manager	Voluntary
Equipment Manuals	Hard copy	Life of equipment	Engineering Manager	Voluntary
Mechanical Lift Examination Records	Hard copy	1 year after removal of equipment from service	Engineering Manager	<i>Occupational Health and Safety Act – Health Care Regulations</i>
Blueprints and Schematics	Hard copy	Life of building/system	Engineering Manager	Voluntary
Energy Billings	Hard copy	5 years	Engineering Manager	Voluntary
Committee Meeting Minutes	Hard copy	2 years	Engineering Manager	Voluntary
Training	Hard copy	Permanent	Engineering Manager	Voluntary
Inspections (insurance, government)	Hard copy	Current inspections and 1 previous	Engineering Manager	Voluntary
Boiler Log	Hard copy	2 years	Engineering Manager	<i>Technical Standards and Safety Act</i>
Water Quality Tests	Hard copy	2 years	Engineering Manager	Voluntary
Maintenance Requests	Hard copy	1 year	Engineering Manager	Voluntary
Equipment/Preventative Maintenance Log	Hard copy	5 years	Engineering Manager	Voluntary
<b>Projects:</b>				
Correspondence with Contractors	Hard copy	5 – 10 years	Engineering Manager	Voluntary
Correspondence with Consultants	Hard copy	5 – 10 years	Engineering Manager	Voluntary
CAD drawings of new/renovated areas	Hard copy	Permanent copies of where services are located	Engineering Manager	Voluntary
Building specifications	Hard copy	Permanent	Engineering Manager	Voluntary
Equipment specifications	Hard copy	Permanent	Engineering Manager	Voluntary
Shop drawings	Hard copy	Permanent	Engineering Manager	Voluntary
Project Financial Data	Hard copy	10 years	Engineering Manager	Voluntary
Project Specifications	Hard copy	Life of building/system	Engineering Manager	Voluntary
Project Log Books	Hard copy	3 years after completion of project (no mediation required)	Engineering Manager	Voluntary