

## ME: MATERIALS & EQUIPMENT

Records related to the procurement of services and material, leasing and/or renting, maintenance and repair, and ultimate retirement or disposal of materials, furniture, equipment, and supplies.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
ME000	<b>Policy &amp; Procedures</b>  Records related to the current policies and procedures for managing services, materials and equipment.	Any / All	S		S	For Policy Development see GO019.	
ME001	<b>Materials &amp; Equipment - General</b>  Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Departments	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; GBC Policies
ME002	<b>Inventories</b>  Records related to inventories of all material, equipment, furniture, fixtures and supplies.	Facilities Management  Various Departments	S + 1		S + 1		FIPPA; Limitations Act; GBC Policies

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<b>ME003</b>	<b>Product &amp; Service Catalogues</b>  Records related to the description and pricing of vendor services, material, equipment, furniture, fixtures and supplies.	Facilities Management  Various Departments	S + 1		S + 1		FIPPA; Limitations Act; GBC Policies
<b>ME004</b>	<b>Material Specifications</b>  Records related to the internal and external specifications of all material and equipment.	Facilities Management  Various Departments	T + 1	0	2	T = Cease use of material.	FIPPA; Limitations Act; GBC Policies; AODA
<b>ME005</b>	<b>Tenders &amp; Proposals</b>  Records related to the tendering or bidding process preceding the issuance of a purchase or service order contract.  <b>Includes:</b> Invitations to tender, advertising of tenders, request for proposals (RFPs), tenders or quotations from bidders, evaluation and awarding of tenders, supporting documentation, etc.	Facilities Management  Various Departments	T + 1	6	7	T = Award contract.  Reclassify successful tenders under appropriate contract or agreement.  T + 1 = Unsuccessful tenders.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA

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<b>ME006</b>	<b>Maintenance &amp; Repairs - General</b>  Records related to the maintenance of GBC owned and leased material, office equipment, grounds equipment, furniture, fixtures and supplies.	Facilities Management	T + 1	0	2	T = Cease use of item.	FIPPA; Limitations Act; GBC Policies; Canada Labour Code; AODA
<b>ME007</b>	<b>Maintenance &amp; Repairs - Computers</b>  Records related to the maintenance of GBC owned and leased computer equipment.	ITS	T + 1	0	2	T = Cease use of item.	FIPPA; Limitations Act; GBC Policies; AODA
<b>ME008</b>	<b>Maintenance &amp; Repairs - Communications</b>  Records related to the maintenance of GBC owned and leased communication equipment.	ITS	T + 1	0	2	T = Cease use of item.	FIPPA; Limitations Act; GBC Policies; AODA
<b>ME009</b>	<b>Surplus</b>  Records related to surplus materials, equipment, furniture and fixtures.	Facilities Management  Various Departments	T + 1	6	7	T = Sale of final disposal of item.	FIPPA; Limitations Act; GBC Policies; AODA

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<b>ME010</b>	<b>Disposals &amp; Retirements</b>  Records related to the retirement or disposal of scrap or obsolete materials, equipment, furniture, fixtures and supplies.  <b>Includes:</b> Authorizations to withdraw items from service, property removal notices, salvage and removal costs, inventory of items for retirement or disposal, retirement schedules, etc.	Facilities Management	T + 1	0	2	T = Sale or final disposal of item.	FIPPA; Limitations Act; GBC Policies; AODA
<b>ME011</b>	<b>Loss &amp; Damage</b>  Records related to loss and/or damage of materials and equipment.  <b>Notes:</b> For insurance policies see LR013.  For insurance claims see LR014.	Facilities Management  Various Departments	T + 1	0	2	T = Sale or final disposal of item.	FIPPA; Limitations Act; GBC Policies

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<b>ME012</b>	<b>Purchasing - Products</b>  Records related to the purchase of material, equipment, furniture, fixtures and supplies.  <b>Includes:</b> Authorization to purchase, purchase requisitions, purchase orders and amendments.	Financial Services (Purchasing)	T + 1	6	7	T = Purchase of item.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA
<b>ME013</b>	<b>Blanket Purchasing - Products</b>  Records related to the purchase of material, equipment, furniture, fixtures and supplies against blanket and/or standing purchase orders.  <b>Includes:</b> Authorization to purchase, purchase requisitions, purchase orders and amendments.	Financial Services (Purchasing)	T + 1	6	7	T = Expiry of blanket order.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA
<b>ME014</b>	<b>Purchasing - Services</b>  Records related to the provision of services against a service order.  <b>Includes:</b> Authorization for service, requisitions, service orders and amendments.	Financial Services (Purchasing)	T + 1	6	7	T = Completion of service.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA

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<b>ME015</b>	<b>Fleet Records</b>  Records related to GBC owned or leased vehicles.  <b>Includes:</b> Registration, certificates of ownership, maintenance & repair, mileage summaries, etc.  <b>Notes:</b> For contracts and leases see LR028.	Executive Offices	T + 1	6	7	T = Expiry of lease.	FIPPA; Limitations Act; GBC Policies
<b>ME016</b>	<b>Vending Equipment</b>  Records related to vending equipment on GBC premises.	Various Departments	T + 1	6	7	T = Expiry of lease.	FIPPA; Limitations Act; GBC Policies; AODA

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