

Retention Guidelines for Common Administrative Records of the Government of Canada

Real Property Management Function

Subject Group	Subject and Description	Retention Guidelines and/or Remarks
General	Miscellaneous and routine matters not covered in this Function	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Accommodation	Current and future planning and requirements, plans for expansion, allocation of space, offers of space, etc.	
	Reports and statistics	
	Monthly, weekly, status, etc.	3 years
Accounting and inventories	Real property, inventories, property records, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Buildings	General	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
<i>(cont'd)</i>	Routine	2 years

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Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings (<i>cont'd</i>)	Acquisition through lease, purchase, rental or transfer	
	General correspondence on policy, regulations, offers of buildings for lease, purchase or rentals, investigations of buildings, reports, etc., excluding legal documents	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Addresses and locations	Until superseded or obsolete
	Alterations and repairs	
	Major: over \$1,000	3 years after completion or cancellation
	Minor: under \$1,000	1 year after completion or cancellation
	Construction	
	General requirements, preliminary discussions and investigations	5 years after completion of structure (Active 2 years, Dormant 3 years). Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Arrangements and consultant services	
	Tenders, discussions with architects, contractors and suppliers about costs, building materials, subcontractors, completion dates, progress reports, etc., inspection and takeover	3 years after takeover. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada

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Buildings (<i>cont'd</i>)	Cancelled projects	2 years after cancellation.
	Damages	
	General correspondence and reports of the investigation into the damage	
	Major: over \$1,000	3 years after investigation completed. Where claims are involved, see "Claims" under the Comptrollership Function
	Minor: under \$1,000	1 year after investigation completed. Where claims are involved, see "Claims" under the Comptrollership Function
	Disposal	
	Sale, transfer, expiry of lease, etc., excluding legal documents	
	Routine	3 years after sale, transfer or expiry of lease
	Elevator services	
	Routine	1 year
	Energy conservation	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
(<i>cont'd</i>)	Routine	2 years

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Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings (<i>cont'd</i>)	Fires, fire prevention and protection	
	Regulations, fire drills, precautions, automatic sprinkler and alarm systems, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Reports - major fires	5 years (Active 2 years, Dormant 3 years). Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Reports - minor fires	2 years after report is made to Dominion Fire Commissioner
	Legal documents	
	Purchase, transfer, sale, etc.	Original documents are transferred to new owner. Institutional copies are retained until of no further value. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Lease, rental, concessions	3 years after termination
	Maintenance	
(<i>cont'd</i>)	Cleaning and janitorial services, redecorating, etc.	1 year

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Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Buildings (<i>cont'd</i>)	Plans and specifications	
	Actual construction plans and specifications	
	Government owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Routine correspondence - for minor structure worth less than \$5,000	1 year
	Routine correspondence - for others worth more than \$5,000	3 years
	Protection	
	From fall-out, nuclear blast, warning devices (sirens), preventive measures and control of minor floods	3 years. See also "Emergency planning" under the General Administration Function
	Signage	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Lands	General	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
(<i>cont'd</i>)	Routine	2 years

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Subject Group	Subject and Description	Retention Guidelines and/or Remarks
Lands (<i>cont'd</i>)	Acquisition through lease, rental, purchase, or transfer	
	Offers, investigation of sites, surveys, etc., excluding legal documents	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Development	
	Grading of land, farming of land, reforestation, etc.	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Disposal	
	Sales, transfer, expiry of lease, etc., excluding legal documents	
	Routine correspondence	3 years after sale, transfer, or expiry of lease
	Ditching and drainage	2 years
	Excavation	2 years
	Fencing	2 years
	Flood control	
	Preventive measures and control of minor floods	3 years
(<i>cont'd</i>)	Floods of a major nature	See "Emergency planning" under the General Administration Function

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Lands (<i>cont'd</i>)	Historical sites and monuments	5 years (Active 2 years, Dormant 3 years). Transfer to the Government Archives and Records Disposition Division, National Archives of Canada
	Landscaping and gardening	2 years
	Legal documents	
	Purchase, sale and transfer	Original documents are transferred to new owner. Institutional copies are retained until of no further value. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Lease, rental, rights of way, easements and concessions	3 years after termination
	Lettings and concessions	
	Rights of way, easements, leases, concessions, etc., for Crown-owned lands by private corporations or persons or privately-owned lands by the Crown, excluding legal documents	
	Routine correspondence	3 years after expiry of the right involved. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Parking areas	2 years
	Recreation areas	2 years
Roads, streets, sidewalks and highways		
<i>(cont'd)</i>	Including snow removal	2 years

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Lands (<i>cont'd</i>)	Trespassing	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
Utilities	General	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Air conditioning and ventilation, refrigeration systems	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Garbage disposal	2 years
<i>(cont'd)</i>	Gas	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years

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Utilities (<i>cont'd</i>)	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Hydro power	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Lighting	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
(<i>cont'd</i>)	Routine	2 years

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Utilities (<i>cont'd</i>)	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Plumbing and heating	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Telecommunications systems	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
(<i>cont'd</i>)	Routine	2 years

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Utilities (<i>cont'd</i>)	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation
	Water and sewage	
	Policy, procedures	5 years after superseded (Active 2 years, Dormant 3 years)
	Routine	2 years
	Actual construction plans and specifications	
	Government-owned	Until obsolete. Before disposal, consult the Government Archives and Records Disposition Division, National Archives of Canada
	Leased	2 years after obsolete or expiry/cancellation of lease
	Installation	2 years after installation