

Cayman Islands National Archive

CINA Schedule: No. 5

Administrative Disposal Schedule for Buildings, Equipment and Vehicles Management Issued under the National Archive and Public Records Law (2010 Revision)

Approved on 17 December 2010

Disposal Schedule for Administrative Records

Schedule no 5

CINA file no GRM/RMT/01/05

Title of Schedule Administrative Disposal Schedule for Buildings, Equipment and Vehicles Management

Scope This disposal schedule sets the retention periods for the buildings, equipment and vehicles management administrative records of all public agencies.

Application This disposal schedule applies to all public agencies as defined in Section 2 of the *National Archive and Public Records Law (2010 Revision)*, (NAPRL). It covers the administration of the agency's material resources; manages agency's buildings, equipment and vehicles to facilitate normal business operations; acquires and maintains premises that are built, purchased or leased by public sector agencies; acquires and maintains equipment and stores - major and minor; and acquires and maintains most types of vehicles commonly operated by public sector agencies.

Authority This disposal schedule is issued under Section 7(1) of the *National Archive and Public Records Law (2010 Revision)*, (NAPRL) and has been approved by the Deputy Governor.

Issued Director, Cayman Islands National Archive

Guidance Notes

1. This disposal schedule includes:
 - project management
 - motor vehicle accident reporting
 - hiring, renting and security activities.

2. This disposal schedule excludes the operational records of:
 - Public Works Department
 - Department of Vehicle and Equipment Services
 - Lands & Survey Department or other agencies responsible for centralised buildings, equipment and vehicles management functions.

Such bodies will likely find the guidance informative. However, their records should be included in the *operational* file plan and disposal schedule for the relevant public agency.

 - Also excludes records relating to the management of aircraft, as specific business rules apply to their management and should be included in the operational file plan and disposal schedule for the relevant public agency.

3. Agencies that manage vehicles having specific operational or regulatory requirements for maintenance and inspection should determine whether there are additional retention requirements that apply to records of these vehicles.

4. The FOI access column is included, to show how the file plan can be linked to other records management rules and tools.

Information Managers should examine their records against the requirements of the *Freedom of Information Law* and any guidance provided by the FOI Coordination Unit of the Cabinet Office.

Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference Code	Function	Activity	Records Series	Vital Records	FOI Access
BEV	BUILDINGS, EQUIPMENT & VEHICLES MANAGEMENT				
BEV/CAP		PROJECTS			
BEV/CAP/01			Project feasibility studies		
BEV/CAP/02			Development and construction	✓	
BEV/CAP/03			Installations	✓	
BEV/CAP/04			Project reports		
BEV/CAP/05			Project management records		
BEV/CAP/06			Project minutes and meeting papers (master set)	✓	
BEV/CAP/07			Project minutes and meeting papers (copies)		
BEV/CAP/08			Certificates of completion	✓	
BEV/CAP/09			Safety and test certificates	✓	
BEV/CAP/10			Payment certificates	✓	
BEV/CAP/11			Office fit-outs		
BEV/IVT		INVENTORY MANAGEMENT			
BEV/IVT/01			Stocktaking		
BEV/IVT/02			Packing slips or invoices		
BEV/IVT/03			Warranties		
BEV/MGT		PROPERTY MANAGEMENT			
BEV/MGT/01			Building inspection reports - routine		
BEV/MGT/02			Building inspection reports - hazardous materials	✓	
BEV/MGT/03			Equipment inspection reports		
BEV/MGT/04			Maintenance schedules		
BEV/MGT/05			Maintenance manuals		
BEV/MGT/06			Maintenance reports		
BEV/MGT/07			Safety certificates	✓	
BEV/MGT/08			Supplier liaison		
BEV/MGT/09			Incident reports		
BEV/MGT/10			Control of hazardous substances	✓	
BEV/MGT/11			Hire of premises and equipment		
BEV/MGT/12			Renting out premises and equipment		
BEV/MGT/13			Insurance	✓	
BEV/MGT/14			Insurance claims	✓	
BEV/MGT/15			Property management reports		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference Code	Function	Activity	Records Series	Vital Records	FOI Access
BEV/PLA		PLANNING			
BEV/PLA/01			BEV Plans		
BEV/PLA/02			BEV Meetings		
BEV/POL		POLICY			
BEV/POL/01			BEV Policies		
BEV/POL/02			BEV Procedures		
BEV/POL/03			BEV Delegations		
BEV/REP		REPORTING			
BEV/REP/01			Review of equipment and stores programme		
BEV/SEC		SECURITY			
BEV/SEC/01			Incident reports		
BEV/SEC/02			Monthly reports		
BEV/SEC/03			Key issue/return registers	✓	
BEV/SEC/04			Security pass issue/return forms	✓	
BEV/SEC/05			Visitors books		
BEV/SEC/06			Inspection reports	✓	
BEV/SEC/07			Supplier liaison		
BEV/SEC/08			CCTV surveillance tapes		
BEV/VEH		VEHICLES AND HEAVY EQUIPMENT			
BEV/VEH/01			Maintenance		
BEV/VEH/02			Accident report forms		
BEV/VEH/03			Insurance and licensing		
BEV/VEH/04			Insurance claims (copies)		
BEV/VEH/05			DVES fuel authorisation		
BEV/VEH/06			Supplier liaison		
BEV/VEH/07			Driver authorisations		
BEV/VEH/08			Vehicle reports		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/CAP/01	<p>Project feasibility studies</p> <p>Includes projects that did not proceed beyond the study stage.</p>	Project / study completed	<p>12 years for projects that proceeded</p> <p>6 years for projects that did not proceed</p>	R		
BEV/CAP/02	<p>Development and construction</p> <p>Includes project definition documentation, project estimates, building plans and drawings, planning applications and approvals.</p>	Project completed	Until disposal of building	D	✓	
BEV/CAP/03	<p>Installations</p> <p>Feasibility studies, planning applications and approvals, plans and drawings, records of installation of equipment or utilities.</p>	Project completed	Until disposal of building	D	✓	
BEV/CAP/04	<p>Project reports</p>	Project completed	12 years	D		
BEV/CAP/05	<p>Project management records</p> <p>Includes correspondence with contractors, contract monitoring, etc.</p>	Project completed	12 years	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/CAP Projects Carrying out plans for new buildings, major changes to existing buildings, major installations of utilities or equipment. Includes project management, construction and major renovations. <u>NOTE:</u> For feasibility studies of installations - use BEV/CAP/03 Excludes: Minor maintenance – see BEV/MGT Tendering and contracts – see FM/ACQ Capital expenditure – see FM/FND						
BEV/CAP/06	Project minutes and meeting papers (master set)	Project completed	7 years	R	✓	
BEV/CAP/07	Project minutes and meeting papers (copies)	When reference ceases	When reference ceases	D		
BEV/CAP/08	Certificates of completion Includes certificates of practical substantive and final completion.	Project completed	12 years	D	✓	
BEV/CAP/09	Safety and test certificates	Certificate expired or superseded	12 years	D	✓	
BEV/CAP/10	Payment certificates	Project completed	12 years	D	✓	
BEV/CAP/11	Office fit-outs	Project completed	4 years	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

BEV/INV Inventory management Documenting the ordering and receipt of equipment, stocks and supplies that are offered for sale or used in the course of daily business. <p style="text-align: center;">Excludes: Asset management – see FM/ACQ</p>						
Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/IVT/01	<p>Stocktaking</p> <p>Includes records of stock-take lists or inventories, order forms, receipt notes, delivery notes and other documents recording the acceptance of goods received</p> <p>For purchase orders, payments and receipts use Financial Management schedule</p>	Until superseded	2 years	D		
BEV/IVT/02	<p>Packing slips or invoices</p> <p>Includes registered mail, DHL, FedEx, UPS.</p>	Fiscal year ended	7 years	D		
BEV/IVT/03	<p>Warranties</p>	Until superseded	When warrantee expires	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/MGT/01	Building inspection reports – routine	Inspection completed	7 years	D		
BEV/MGT/02	Building inspection reports - hazardous materials E.g. inspections for asbestos	Inspection completed	75 years	D or transfer to new owner	✓	
BEV/MGT/03	Equipment inspection reports Equipment subject to specific maintenance regulations should be managed as part of agency operational records.	Inspection completed	7 years	D		
BEV/MGT/04	Maintenance schedules	Schedule superseded	7 years	D		
BEV/MGT/05	Maintenance manuals	Manual superseded or asset disposed	Manual superseded or asset disposed	D or transfer to new owner		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/MGT/06	<p>Maintenance reports</p> <p>Includes records of routine maintenance work and minor renovations and installations.</p>	Project completed	3 years	D		
BEV/MGT/07	<p>Safety certificates</p>	Certificate superseded	6 years	D	✓	
BEV/MGT/08	<p>Supplier liaison</p> <p>Includes correspondence with suppliers and service providers.</p>	Project completed	2 years	D		
BEV/MGT/09	<p>Incident reports</p> <p>Includes reports on fires, leaks and other damage to premises, not related to disasters.</p>	Project completed, or after claim settled	8 years	D		
BEV/MGT/10	<p>Control of hazardous substances</p> <p>Includes records of removal, storage or disposal of hazardous substances and waste.</p>	Substance disposed	75 years	D	✓	



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

BEV/MGT	<p>Property Management</p> <p>Managing, inspecting and maintaining existing premises and equipment, including plumbing, air conditioning, lighting, roof and walls, fit-outs, regular servicing, janitorial, grounds and car parks, equipment and stores control.</p> <p>NOTE: For vehicle inspection and insurance - use BEV/VEH/01 For reports on major maintenance, renovations and installations - see BEV/CAP For reports of illegal entry - use BEV/SEC/06 For leases and agreements – use FM/ACQ/03 Original records for insurance claims and compensation are retained by the Risk Management Unit and are not covered by this schedule.</p> <p>Excludes: Vehicle and heavy equipment maintenance - see BEV/VEH Inventories – see BEV/IVT Monies paid or collected from leases and contracts – use FM/ACC/01, FM/ACC/02 Contracts and leases – use FM/ACQ/03 Incident and accident reports under Occupational Health and Safety – see HR/HEA Disaster planning – see Strategic Management schedule Equipment for which specific maintenance requirements apply, e.g. aircraft and fire services equipment Insurance payments – use FM/ACC/01</p>					
Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/MGT/11	<p>Hire of premises and equipment</p> <p>Records regarding hiring of premises from other agencies or private suppliers.</p>	Premises emptied or equipment returned	7 years	D		
BEV/MGT/12	<p>Renting out premises and equipment</p> <p>Records relating to the renting of rooms or equipment to other agencies or private entities, e.g. renting out training room.</p>	Expiry of lease	7 years	D		
BEV/MGT/13	<p>Insurance</p> <p>For buildings and equipment.</p> <p>Includes copies of insurance policies.</p>	Expiry of policy	Keep until claims under policy are barred and all outstanding claims settled	D	✓	



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

BEV/MGT	<p style="margin: 0;">Property Management</p> <p style="margin: 0;">Managing, inspecting and maintaining existing premises and equipment, including plumbing, air conditioning, lighting, roof and walls, fit-outs, regular servicing, janitorial, grounds and car parks, equipment and stores control.</p> <p style="margin: 0;">NOTE: <i>For vehicle inspection and insurance - use BEV/VEH/01</i> <i>For reports on major maintenance, renovations and installations - see BEV/CAP</i> <i>For reports of illegal entry - use BEV/SEC/06</i> <i>For leases and agreements – use FM/ACQ/03</i> <i>Original records for insurance claims and compensation are retained by the Risk Management Unit and are not covered by this schedule.</i></p> <p style="margin: 0;">Excludes: Vehicle and heavy equipment maintenance - see BEV/VEH Inventories – see BEV/IVT Monies paid or collected from leases and contracts – use FM/ACC/01, FM/ACC/02 Contracts and leases – use FM/ACQ/03 Incident and accident reports under Occupational Health and Safety – see HR/HEA Disaster planning – see Strategic Management schedule Equipment for which specific maintenance requirements apply, e.g. aircraft and fire services equipment Insurance payments – use FM/ACC/01</p>					
Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/MGT/14	Insurance claims	Expiry of policy or once claim is settled	Keep until claims under policy are barred and all outstanding claims settled	D	✓	
BEV/MGT/15	Property management reports	Report submitted	6 years	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

BEV/PLA Planning Discussing and preparing to implement, manage and monitor Buildings, Equipment & Vehicles Management activities across the agency. Evaluating needs, setting objectives and designing strategies to achieve proposed outcomes. Includes projected growth in resource requirements; space planning. <p>NOTE: <i>For inspection of vehicles use BEV/VEH/01</i> <i>For corporate planning, business continuity planning, emergency management and disaster control – see the Strategic Management schedule</i></p> <p>Excludes: Building plans and drawings – see BEV/CAP Finance related records and documentation – see FM/ACQ Disposal of hardware – see FM/ACQ</p>						
Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/PLA/01	<p>BEV plans</p> <p>Forward planning for office accommodation, fit-outs, security improvements, and safety equipment.</p> <p>Excludes building plans and drawings.</p>	Plan superseded	3 years	D		
BEV/PLA/02	<p>BEV meetings</p> <p>Arrangements, drafts, working papers – destroy when reference ceases.</p>	Fiscal year ended	Final minutes – 7 years	R		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

BEV/POL Policy Establishing rules, principles and operating guidelines for carrying out Buildings, Equipment & Vehicles Management activities across the agency. <p style="text-align: center;">Excludes: Operational records of agencies responsible for developing whole-of-government buildings, equipment and vehicles policy</p>						
Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/POL/01	BEV Policies Includes use of vehicles, approved suppliers, office security policies.	Policy superseded	6 years	D		
BEV/POL/02	BEV Procedures Includes managing the office, including distributing equipment and stores.	Procedure superseded	5 years	D		
BEV/POL/03	BEV Delegations Notices of delegation, powers, terms and conditions, revocations.	Delegation revoked	6 years	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

BEV/REP Reporting						
Producing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), providing a prescribed statement of facts or findings.						
<p>NOTE: <i>This activity deals with reports of the overall Buildings, Equipment & Vehicles function. See also other Activities, for specific reports on that Activity</i></p>						
<p>Excludes: Vehicle maintenance reports and motor vehicle accident reports – see BEV/VEH</p>						
Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/REP/01	Review of equipment and stores programme	Review completed	2 years	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/SEC/01	Incident reports	Fiscal year ended or once incident resolved	7 years	R		
BEV/SEC/02	Monthly reports	Fiscal year ended	7 years	D		
BEV/SEC/03	Key issue/return registers	Until superseded	Until superseded	D	✓	
BEV/SEC/04	Security pass issue/return forms	Fiscal year ended	7 years	D	✓	
BEV/SEC/05	Visitors books	Fiscal year ended	6 years	D		
BEV/SEC/06	Inspection reports	Fiscal year ended or once inspection completed	7 years	D	✓	
BEV/SEC/07	Supplier liaison	Fiscal year ended	2 years	D		
BEV/SEC/08	CCTV surveillance tapes	Reference ceased	60 days or on completion of investigation / legal proceedings	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
<p>BEV/VEH Vehicles and Heavy Equipment</p> <p>Maintaining vehicles and heavy equipment for use by the agency; including insurance; vehicle registration; repairs; refuelling; etc.</p> <p>NOTE: <i>For injuries to staff and visitors as a result of motor vehicle accidents use the Human Resources schedule</i></p> <p>Excludes: Vehicles and heavy equipment for which specific operational requirements apply, e.g. aircraft, fire services, health services and road works Insurance records managed by Risk Management Original licensing records retained by DVES and are not covered by this schedule. Vehicle insurance payments – use FM/ACC/01</p>						
BEV/VEH/01	<p>Maintenance</p> <p>Includes manuals, copies of the log book, repairs and maintenance reports, vehicle mileage sheets and inspections.</p>	Disposal of vehicle	2 years or transfer to new owner	D		
BEV/VEH/02	<p>Accident report forms</p>	Fiscal year ended or once accident resolved	7 years	D		
BEV/VEH/03	<p>Insurance and licensing</p>	Expiry of policy	Keep until claims under policy are barred and all outstanding claims settled	D	✓	
BEV/VEH/04	<p>Insurance claims (copies)</p>	Claim submitted	7 years or claim settled whichever is later	D		
BEV/VEH/05	<p>DVES fuel authorisation</p>	Until superseded	6 years	D		



Buildings, Equipment and Vehicles Management – Administrative Disposal Schedule

BEV/VEH	Vehicles and Heavy Equipment					
Maintaining vehicles and heavy equipment for use by the agency; including insurance; vehicle registration; repairs; refuelling; etc.						
<p><u>NOTE:</u> <i>For injuries to staff and visitors as a result of motor vehicle accidents use the Human Resources schedule</i></p>						
<p>Excludes: Vehicles and heavy equipment for which specific operational requirements apply, e.g. aircraft, fire services, health services and road works Insurance records managed by Risk Management Original licensing records retained by DVES and are not covered by this schedule. Vehicle insurance payments – use FM/ACC/01</p>						
Reference code	Records series	Trigger to close	Minimum retention	Final action	Vital Record	FOI Access
BEV/VEH/06	<p>Supplier liaison</p> <p>Includes correspondence with suppliers and service providers.</p>	Fiscal year ended	2 years	D		
BEV/VEH/07	<p>Driver authorisations</p>	Until superseded	7 years	D		
BEV/VEH/08	<p>Vehicle reports</p> <p>Includes reports on management of agency vehicle fleet and heavy equipment.</p>	Report submitted	6 years	D		



Index

This index lists the functions, activities, records series and key words that are used in the administrative file plans and disposal schedules.

FUNCTIONS are shown in bold upper case.

Activities are shown in bold italics.

Records series are shown in bold.

key words are shown in plain lower case.

Words are listed in alphabetical order, followed by the suggested reference code.

Each entry suggests a relevant Activity or Records Series for filing particular records.

These references should be used as a guide only.

For more information about filing particular records, check the scope notes in the detailed (or “long-version”) administrative disposal schedule.

A

access to premises and facilities (managing)	BEV/SEC [Activity]	Building inspection reports - hazardous materials	BEV/MGT/02 [Series]
Accident report forms	BEV/VEH/02 (vehicles and heavy equipment); see HR/HEA (occupational health and safety)	Building inspection reports – routine	BEV/MGT/01 [Series]
agreements	use FM/ACQ/03	building plans and drawings	BEV/CAP/02 [development and construction]; BEV/CAP/03 (installations)
approved suppliers (policy)	BEV/POL/01	business continuity planning	see STRATEGIC MANAGEMENT [FUNCTION]
Asset management	use FM/ACQ/01		

B

BEV Delegations	BEV/POL/03
BEV Meetings	BEV/PLA/02
BEV Plans	BEV/PLA/01
BEV Policies	BEV/POL/01
BEV Procedures	BEV/POL/02
BUILDINGS, EQUIPMENT & VEHICLES MANAGEMENT	[FUNCTION]

C

capital expenditure	see FM/FND
CCTV surveillance tapes	BEV/SEC/08 [Series]
Certificates of completion	BEV/CAP/08 [Series]
claims	BEV/MGT (building/equipment); BEV/ VEH (vehicle insurance); use FM/REM/01 (overtime; allowances); see HR/HEA (health/liability insurance)

COMMUNICATIONS MANAGEMENT	[FUNCTION]	<u>E</u>	
contracts	BEV/CAP/05 (contract monitoring); use FM/ACQ/03 (service contracts)	emergency management	see STRATEGIC MANAGEMENT [Function]
Control of hazardous substances	BEV/MGT/10 [Series]	equipment and stores distribution (procedures)	BEV/POL/02
corporate planning	see STRATEGIC MANAGEMENT [FUNCTION]	Equipment inspection reports	BEV/MGT/03 [Series]
correspondence	refer to specific Function, Activity or Records Series which is supported by the correspondence, e.g. BEV/CAP/05 (project management contractors); BEV/MGT/08 (supplier liaison for property management); BEV/VEH/06 (supplier liaison for vehicles and heavy equipment)	<u>F</u>	
		feasibility studies	BEV/CAP/03 [Series]
		FedEx	BEV/IVT/02 (packing slips or invoices)
		FINANCIAL MANAGEMENT	[FUNCTION]
		fire safety systems	BEV/SEC [Activity]
<u>D</u>		<u>G</u>	
delivery notes	BEV/IVT/02 (stocktaking)	general correspondence	refer to specific Function, Activity or Records Series which is supported by the correspondence
Development and construction	BEV/CAP/02 [Series]	government policy	refer to Policy activity under the relevant administrative function. e.g. BEV/POL [Series]
destruction (records)	see ITM/DSL	guidelines (operating)	refer to Policy activity under the relevant administrative function. e.g. BEV/POL
DHL	BEV/IVT/02 (packing slips or invoices)		
directives	refer to Policy activity under the relevant administrative function. e.g. see BEV/POL	<u>H</u>	
disaster control	see STRATEGIC MANAGEMENT [FUNCTION]	handbooks	refer to Policy activity under the relevant function. e.g. BEV/POL or use HR/WOR /02 (general staff handbooks)
disaster planning	see STRATEGIC MANAGEMENT [FUNCTION]	heavy equipment inspections	BEV/VEH/01
disposal (assets)	see FM/ACQ [Activity]	heavy equipment insurance	BEV/VEH [Activity]
disposal (hardware)	see FM/ACQ [Activity]	heavy equipment maintenance reports	BEV/VEH [Activity]
disposal (hazardous substances or waste)	BEV/MGT/10 [Series]	heavy equipment manuals	BEV/VEH/01
disposal (records)	see ITM/DSL [Activity]	heavy equipment mileage sheets	BEV/VEH/01
Driver authorisations	BEV/VEH/07 [Series]	heavy equipment refuelling	BEV/VEH [Activity]
DVES fuel authorisation	BEV/VEH/05 [Series]	heavy equipment registrations	BEV/VEH [Activity]
		heavy equipment repairs	BEV/VEH [Activity]

heavy equipment reports	BEV/VEH/08 [Series]	<u>L</u>	
Hire of premises and equipment	BEV/MGT/11 [Series]	leases and agreements	use FM/ACQ/03
HUMAN RESOURCES MANAGEMENT	[FUNCTION]	legislation	refer to Policy activity under the relevant administrative function. e.g. BEV/POL or see STRATEGIC MANAGEMENT [FUNCTION] for developing and revising laws that affect operational functions.
<u>I</u>			
Incident reports	BEV/MGT/09 (maintenance); BEV/SEC/01 (security); see HR/HEA (occupational health and safety)	log book (copies)	BEV/VEH/01 (vehicle and heavy equipment maintenance)
information systems security	see ITM/SEC		
INFORMATION & TECHNOLOGY MANAGEMENT	[FUNCTION]	<u>M</u>	
		Maintenance	BEV/CAP (major maintenance); BEV/MGT (minor maintenance); BEV/VEH/01 (vehicles and heavy equipment)
Installations	BEV/CAP/03 (projects); BEV/MGT/06 (maintenance reports, minor installations)	Maintenance manuals	BEV/MGT/05 [Series]; BEV/VEH/01 (vehicles and heavy equipment)
Insurance	BEV/MGT/13 (property management); BEV/VEH (vehicles and heavy equipment)	Maintenance reports	BEV/MGT/06 [Series]; BEV/VEH/01 (vehicles and heavy equipment)
Insurance and licensing	BEV/VEH/03 (vehicles and heavy equipment)	Maintenance schedules	BEV/MGT/04 [Series]
Insurance claims	BEV/MGT/14 (claims); BEV/VEH/04 (vehicles and heavy equipment – claim copies)	manuals	BEV/MGT/05 (maintenance); BEV/VEH/01 (vehicle and heavy equipment maintenance); use HR/WOR/02 (general staff manuals)
insurance payments	use FM/ACC/01	monies paid/collected from leases and contracts	use FM/ACC/01; FM/ACC/02
insurance policies (originals and copies)	BEV/MGT/13 (property management)	Monthly reports	BEV/SEC/02 [Series]
Inspection reports	BEV/SEC/06 (security); BEV/MGT/01 (building inspection reports – routine); BEV/MGT/02 (building inspection reports – hazardous materials); BEV/MGT/03 (equipment inspection reports); BEV/VEH/01 (vehicle and heavy equipment maintenance)	Motor vehicle accident report forms	BEV/VEH/02 [Series]
intruder alarm systems	BEV/SEC [Activity]	meetings	BEV/CAP/06 (project meeting papers – master set); BEV/CAP/07 (project meeting papers – copies); BEV/PLA/02 (planning meetings); for external meetings use SECRETARIAT SUPPORT [FUNCTION] or the Advising activity under the relevant function.
Inventory Management	BEV/IVT [Activity]		
<u>J</u>			
<u>K</u>			
Key issue/return registers	BEV/SEC/03 [Series]		

minutes	BEV/CAP/06 (project minutes – master set); BEV/CAP/07 (project minutes – copies); for external meetings use SECRETARIAT SUPPORT [FUNCTION] or the Advising activity under the relevant function.	planning approvals	BEV/CAP/02 [development and construction]; BEV/CAP/03 (installations)
		Policy	BEV/POL [Activity]
		principles	BEV/POL [Activity]
		procedures	BEV/POL/02 [Series]
monitoring	BEV/CAP/05 (contract monitoring)	procurement	see FM/ACQ
Monthly reports	BEV/REP [Activity]; BEV/SEC/02 (security monthly reports)	project definition documentation	BEV/CAP/02 [Series]
		project estimates	BEV/CAP/02 [Series]
<u>N</u>		Project feasibility studies	BEV/CAP/01 [Series]
needs analysis	refer to Planning activity under the relevant administrative function. e.g. BEV/PLA	Project management	BEV/CAP/05 [Series]
notices of delegation	BEV/POL/03	Project minutes and meeting papers (copies)	BEV/CAP/07 [Series]
notices of powers	BEV/POL/03	Project minutes and meeting papers (master set)	BEV/CAP/06 [Series]
<u>O</u>		Project reports	BEV/CAP/04 [Series]
office accommodation (plans)	BEV/PLA/01	Projects	BEV/CAP [Activity]
Office fit-outs	BEV/CAP/11 [Series]; BEV/PLA/01 (plans)	Property Management	BEV/MGT [Activity]
office management (policy)	BEV/POL/02	Property management reports	BEV/MGT/15 [Series]
office security policies	BEV/POL/01	purchase orders	see FINANCIAL MANAGEMENT [FUNCTION]
operating guidelines	BEV/POL [Activity]	<u>Q</u>	
operating procedures	BEV/POL/02 (procedures)	quarterly reports	refer to Reporting activity under the relevant administrative function. e.g. BEV/REP
order forms	BEV/IVT/01 (stocktaking)	quotations	use FM/ACQ/04 (tendering); FM/BUD/01 (budgeting)
<u>P</u>		<u>R</u>	
Packing slips or invoices	BEV/IVT/02 [Series]	receipt notes	BEV/IVT/01 (stocktaking)
Payment certificates	BEV/CAP/10 [Series]	registered mail	BEV/IVT/02 (packing slips or invoices)
Planning	refer to Planning activity under the relevant administrative function. e.g. BEV/PLA [Activity]	renovations - major	BEV/CAP
planning applications	BEV/CAP/02 [development and construction]; BEV/CAP/03 (installations)	renovations - minor	BEV/MGT/06 (maintenance reports)

Renting out premises and equipment	BEV/MGT/12 [Series]	STRATEGIC MANAGEMENT	[FUNCTION]
Review of equipment and stores programme	BEV/REP/01 [Series]	Stocktaking	BEV/IVT/01 [Series]
regulations	refer to Policy activity under the relevant administrative function. e.g. BEV/POL see STRATEGIC MANAGEMENT [FUNCTION] for developing and revising legislation that affect operational functions.	Supplier liaison	BEV/MGT/08 (property management); BEV/SEC/07 (security); BEV/VEH/06 (vehicles and heavy equipment)
removal (hazardous substances or waste)	BEV/MGT/10	I	
repairs	BEV/VEH/01 (vehicles and heavy equipment)	tendering	see FM/ACQ
reports of illegal entry	BEV/SEC/06	terms and conditions (delegations)	BEV/POL/03
Reporting	BEV/REP [Activity]	transfer (records)	see ITM/DSL (records maintenance)
risk assessment	use FM/BUD/01; see STRATEGIC MANAGEMENT [FUNCTION]	U	
rules	BEV/POL [Activity]	UPS	BEV/IVT/02 (packing slips or invoices)
S		V	
Safety certificates	BEV/MGT/07 [Series]	vehicle inspections	BEV/VEH/01
safety equipment (plans)	BEV/PLA/01	vehicle insurance	BEV/VEH [Activity]
Safety and test certificates	BEV/CAP/09 [Series]	vehicle insurance payments	use FM/ACC/01
Security	BEV/SEC [Activity]	vehicle maintenance	BEV/VEH/01 [Series]
security improvements (plans)	BEV/PLA/01	vehicle manuals	BEV/VEH/01
Security pass issue/return forms	BEV/SEC/04 [Series]	vehicle mileage sheets	BEV/VEH/01
service contracts	use FM/ACQ/03	vehicle refuelling	BEV/VEH [Activity]
service providers	BEV/VEH/06	vehicle registrations	BEV/VEH [Activity]
staff injuries (motor vehicle accidents)	see HUMAN RESOURCES [FUNCTION]	vehicle repairs	BEV/VEH [Activity]
standards	refer to Policy activity under the relevant administrative function. e.g. BEV/POL	Vehicle reports	BEV/VEH/08 [Series]
storage (hazardous substances or waste)	BEV/MGT/10	vehicle use (policy)	BEV/POL/01
		Vehicles and Heavy Equipment	BEV/VEH [Activity]
		Visitors books	BEV/SEC/05 [Series]
		W	
		Warranties	BEV/IVT/03 [Series]