# SECTION 3: EQUIPMENT AND SUPPLIES


### Primary Numbers: 1000 – 1299



##### Section 3 covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing, and other relating subjects, through to the ultimate disposal or write-off of obsolete or surplus materials.

##### PRIMARY NUMBERS AND PRIMARY SUBJECTS

1010 Equipment and Supplies - General
1015 - Vendors

1025 Asset Control and Inventories

1040 Audio-visual and Photographic Equipment

1045 Building Materials

1050 Catalogues, Manuals, Price Lists

1060 Clothing

1065 Computers - General

1070 - Hardware

1075 - Software

1085 Disposal and Surplus

1090 Fire Fighting Equipment

1095 Fisheries Equipment

1110 Forms

1120 Fuels - General

1125 - Heating

1130 - Motor Vehicle

1150 Furniture and Furnishings

1170 Office Machines and Equipment

1190 Parks Equipment and Supplies

1200 Procurement - General

1210 - Purchase Orders and Requisitions

1220 - Tenders and Quotations

1230 - Standing Offers (open orders)

1240 Public Works Equipment and Supplies - General

1245 - Material

1250 - Warehouse Stores

1260 Recreation Equipment and Supplies

1270 Stationery

1275 Telecommunication Equipment

1280 Vehicles

##### A SA FD

**1010 EQUIPMENT AND SUPPLIES – GENERAL**

Includes records relating to the general administration of equipment and supplies which are not found elsewhere in this section and to the procurement of equipment and supplies including user specifications, acquisition, maintenance and repairs not included elsewhere in this section.

-01 General CY + 1 2y D

-02 Equipment loans CY + 1 2y D

-03 Guarantees and warrantees SO\* 6y D

 (\*SO=until expiry of guarantee or warranty)

-20 Equipment case files SO\* 6y D

-30 Supplies case files SO\* 6y D

 (\*SO = life of equipment or supplies purchase terms)

##### 1015 EQUIPMENT AND SUPPLIES – VENDORS

Includes records relating to suppliers and vendors of equipment or supplies, such as technical data, equipment catalogues, price lists, routine correspondence unrelated to specific purchases. For purchase orders, see primary 1210. For record of payment and invoices, see primary 1630.

-01 General CY + 1 nil D

-20 Suppliers, alpha by name SO\* nil D\

 (\*SO = until no longer a supplier)

##### 1025 ASSET CONTROL AND INVENTORIES

Includes records relating to the control of fixed assets excluding buildings and lands, and stock inventory, including receipt, storage, inventorying and stocktaking. This section does not include records relating to financial assets.

-01 General FY+1 6y D

-02 Asset loss SO+1 6y D

-03 Warehouse inventory FY+1 6y D

-20 Fixed assets control case files SO\* nil P

 (\*SO = until loss is written 0ff)

##### 1040 AUDIO-VISUAL AND PHOTOGRAPHIC EQUIPMENT

Includes records relating to the purchasing of audio-visual and photographic equipment, including justification, user specifications, issue, maintenance and repairs.

-01 General CY + 1 6y D

-20 Equipment history files SO\* nil D

 (\*SO = life of equipment)

##### A SA FD

**1045 BUILDING MATERIALS**

Includes records relating to the purchasing of building materials and supplies such as lumber, hardware, etc.

-01 General CY + 1 6y D

##### 1050 CATALOGUES, MANUALS, PRICE LISTS

Includes technical data, equipment catalogues and manuals, price lists, etc.

-01 General CY nil D

-20 Suppliers SO nil D

##### 1060 CLOTHING

Includes records relating to the purchase and issue of clothing, uniforms, smocks, etc. This primary also includes records on cleaning and laundering services.

-01 General CY 6y D

-02 Cleaning services CY 1y D

-03 Dress regulations SO\* nil P

 (\*SO = until changed or updated)

-20 Itemized record of issue, alpha by name SO\* nil D

 (\*SO = duration of employment)

-30 Special clothing maintenance reimbursement CY + 1 1y D

##### 1065 COMPUTERS – GENERAL

Includes records relating to the purchase of computer equipment, including equipment evaluations, user specifications, maintenance and repairs. Includes purchasing procedures and correspondence relating to computer maintenance.

-01 General CY + 1 6y D

**1070 COMPUTERS – HARDWARE**

Includes records relating to the purchase of computer hardware, including equipment evaluations, user specifications, issue, maintenance and repairs. Includes history and maintenance files.

-01 General CY + 1 6y D

-02 Hardware research files CY + 1 6y D

-30 Hardware history files SO\* nil D

-40 Hardware problems and maintenance SO\* nil D

 (\*SO = life of equipment)

##### A SA FD

##### 1075 COMPUTERS – SOFTWARE

Includes records relating to the purchase of commercially available computer software, including software evaluations, user requirements, issue, maintenance and repairs. Includes research, history and problem files.

-01 General CY + 1 6y D

-20 Software research files, by product and release no. CY + 1 1y D

-25 Software history files SO\* nil D

-30 Software maintenance and problem files SO\* nil D

 (\*SO = life of software)

##### 1085 DISPOSAL AND SURPLUS

Includes records relating to the disposal of surplus equipment, the destruction of equipment. For information relating to the disposal of buildings, see primary number 0810.

-01 General CY + 1 6y D

-02 Disposals SO\* + 1 1y D

-03 Write-offs SO\* + 1 1y D

 (\*SO = upon completion of disposal or write-off transaction, and satisfaction of all audit requirements)

##### 1095 FIRE FIGHTING EQUIPMENT

Includes records relating to the purchasing procedures for fire fighting equipment, including justification, specifications, issue, testing, maintenance and repairs.

-01 General CY + 1 6y D

##### 1100 FISHERIES EQUIPMENT

Includes records relating to the purchasing procedures for fisheries equipment, including justification, specifications, issue, testing, maintenance and repairs.

-01 General CY + 1 6y D

**1110 FORMS**

Includes records relating to the purchasing and issue of forms. For information on forms management, see primary number 1490.

-01 General CY + 1 1y D

##### 1120 FUELS – GENERAL

Includes records relating to the purchase of types of fuels which are not found elsewhere in the fuels block.

-01 General CY + 1 1y D

##### A SA FD

##### 1125 FUELS – HEATING

Includes records relating to the purchase of heating fuels, including their performance, supply, etc.

-01 General CY + 1 6y D

-02 Natural Gas CY + 1 1y D

-03 Oil CY + 1 1y D

##### 1130 FUELS - MOTOR VEHICLE

Includes records relating to the purchase of motor fuels, including their performance, supply, etc.

-01 General CY + 1 6y D

-02 Gasoline CY + 1 1y D

-03 Oils and lubricants CY + 1 1y D

##### 1150 FURNITURE AND FURNISHINGS

Includes records relating to the purchasing of furniture and furnishings, including specifications, acquisition, maintenance and repairs.

-01 General CY + 1 6y D

**1170 OFFICE MACHINES AND EQUIPMENT**

Includes records relating to the purchasing of office machines and equipment (photocopiers etc.), including specifications, acquisition, maintenance and repairs. For computer equipment (hardware and software) purchase, see primary numbers 1065 to 1075.

-01 General CY + 1 6y D

-20 Office machine history files SO\* nil D

 (\*SO = life of machine)

##### 1190 PARKS EQUIPMENT AND SUPPLIES

Includes records relating to the purchasing of parks equipment and supplies, including specifications, acquisition, maintenance and repairs.

-01 General CY + 1 1y D

-20 Equipment history files SO\* nil D

 (\*SO = life of equipment)

##### A SA FD

**1200 PROCUREMENT – GENERAL**

Includes records which are not found elsewhere in the purchasing section which generally relate to the purchase, requisition storage and issue of equipment and supplies. This primary also includes methods of purchasing not shown elsewhere.

-01 General CY + 1 6y D

##### 1210 PROCUREMENT – PURCHASE ORDERS AND REQUISITIONS

Includes records relating to procurement and purchasing actions through requisitions and the commissioning of purchase orders. For invoices generated from purchase orders, see primary 1630.

-01 General CY + 1 6y D

-20 Purchase requisitions, alpha by vendor name CY + 1 6y D

-30 Purchase orders, if filed separately CY + 1 6y D

**1220 PROCUREMENT – TENDERS AND QUOTATIONS**

Includes records relating to purchasing through the securing of tenders, proposals and quotations. This primary may be used if the tender information is not filed with the purchase orders and requisitions.

-01 General CY + 1 6y D

-20 Tenders and quotations, in alpha or numeric order CY + 1 6y D

##### 1230 PROCUREMENT – STANDING OFFERS (OPEN ORDERS)

Includes records relating to commodities or services available by standing order, including the names of contractors, their addresses, and offer expiry dates.

-01 General CY + 1 6y D

-20 Standing offers, by name of product or service and CY + 1 6y D

contractors' name

##### 1240 PUBLIC WORKS EQUIPMENT AND SUPPLIES – GENERAL

Includes records relating to the purchasing of public works relating equipment and supplies which are not found elsewhere in this block. Includes justification, specifications, issue, maintenance and repair.

-01 General CY + 1 2y D

-20 Equipment history files SO\* nil D

 (\*SO = life of equipment)

##### 1245 PUBLIC WORKS EQUIPMENT AND SUPPLIES – MATERIAL

Includes records relating to the purchasing of public works material, including justification, specifications and issue.

-01 General CY + 1 6y D

##### A SA FD

##### 1250 PUBLIC WORKS EQUIPMENT AND SUPPLIES – WAREHOUSE STORES

Includes records relating to the purchasing of and management of warehouse stores equipment and supplies.

-01 General CY + 1 6y D

##### 1260 RECREATION EQUIPMENT AND SUPPLIES

Includes records relating to the purchasing of recreation program equipment and supplies, including justification, specifications, issue, maintenance and repair.

-01 General CY + 1 6y D

-20 Equipment history files SO\* nil D

 (\*SO = life of equipment)

##### 1270 STATIONERY

Includes records relating to the printing, purchasing and user specifications for stationery, including paper and small office items.

-01 General CY + 1 6y D

##### 1275 TELECOMMUNICATION EQUIPMENT

Includes records relating to the purchasing, justification, specifications and issue of telecommunications equipment, including maintenance and repairs.

-01 General CY + 1 6y D

-02 Base stations SO\* nil D

-03 Cellular phones/Blackberries SO\* nil D

-04 Facsimiles SO\* nil D

-05 Radios/dispatch SO\* nil D

-06 Repeaters SO\* nil D

-07 Telephones SO\* nil D

 (\*SO = life of equipment)

##### 1280 VEHICLES

Includes records relating to the purchasing, justification, specifications and issue of vehicles, including maintenance and repairs.

See Legal Citation number 4, Appendix 2

-01 General SO+1 nil D

-20 Vehicle history files, by department SO\* + 1 nil D

 - Education, school buses

 - Health, van

 (\*SO = until vehicle is disposed of)