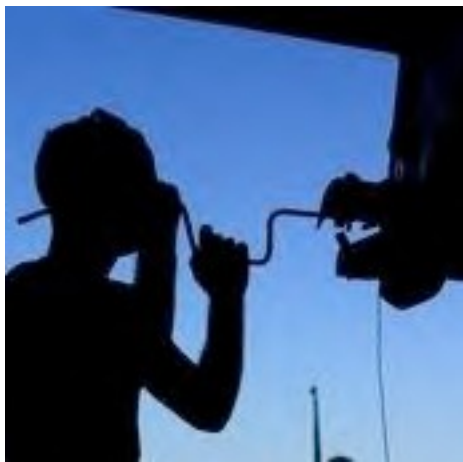
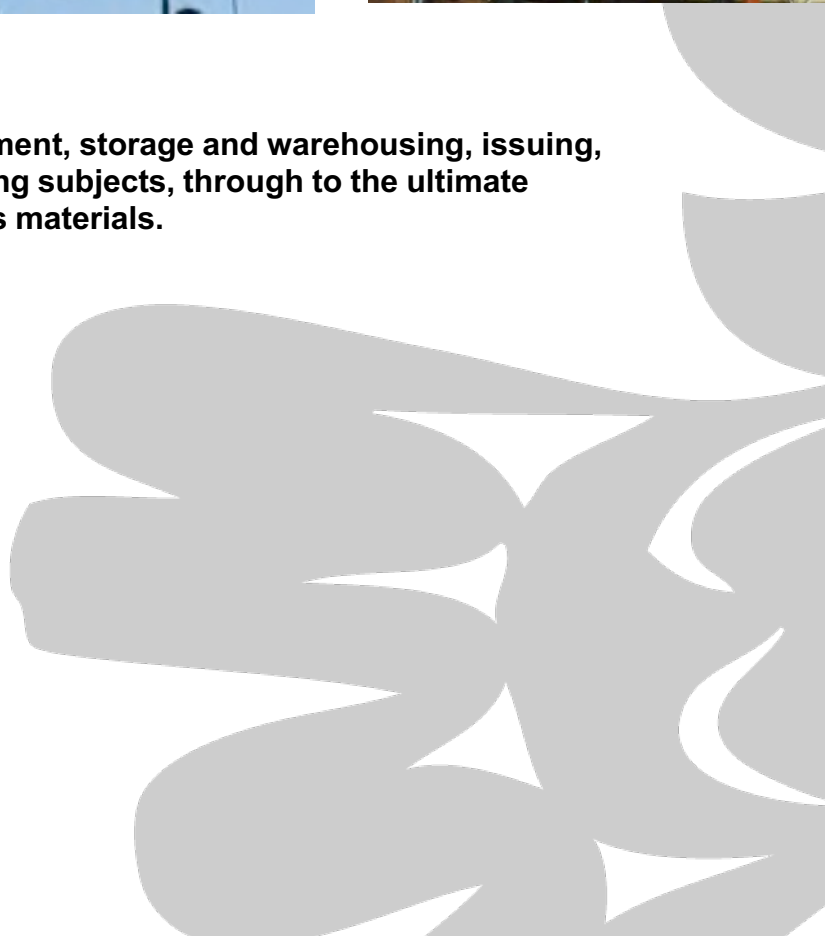


SECTION 3: EQUIPMENT AND SUPPLIES

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	

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 warranties (*SO=until expiry of guarantee or warranty)	SO*	6y	D
-20	Equipment case files	SO*	6y	D
-30	Supplies case files (*SO = life of equipment or supplies purchase terms)	SO*	6y	D

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 = until no longer a supplier)	SO*	nil	D\

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 = until loss is written off)	SO*	nil	P

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 = life of equipment)	SO*	nil	D

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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
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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 = until changed or updated)	SO*	nil	P
-20	Itemized record of issue, alpha by name (*SO = duration of employment)	SO*	nil	D
-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
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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 = life of equipment)	SO*	nil	D

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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 = life of software)	SO*	nil	D

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
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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
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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
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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
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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
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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 = life of machine)	SO*	nil	D

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 = life of equipment)	SO*	nil	D

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
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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 contractors' name	CY + 1	6y	D

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 = life of equipment)	SO*	nil	D

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
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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
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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 = life of equipment)	SO*	nil	D

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
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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 = life of equipment)	SO*	nil	D

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 - Education, school buses - Health, van (*SO = until vehicle is disposed of)	SO* + 1	nil	D