

# CRAS: Capital Assets



**University  
of Manitoba**

Capital Asset Management, Financial Services is the Office of Record for all authorization, transactional and destruction records pertaining to Capital Assets. Unique records pertaining to the strategic planning and implementation of large scale capital projects, such as systems, facilities and major renovations, will be found in multiple offices and should be retained by all stakeholders.

## ASSETS-010 (Management of Capital Assets)

Series contains records related to the management of physical assets, including buildings, furniture, keys and permanent fixtures. Records can be divided into the following sub-sets:

**ASSETS-011 (Asset Management):** Copies of legal documents related to the purchase, transfer and sale of assets: lease or rental agreements: policy and procedures: and plans and specifications.

Retention: Obsolete + 1 year: Destroy.

**ASSETS-012 (Maintenance):** Maintenance records documenting service and repairs, minor office/room renovations, current and future plans and requirements and asset inventories (not including IT equipment).

Retention: Completion/Use/Warranty/Replacement + 3 Years: Destroy.

**ASSETS-013 (Routine Operations):** Routine records related to the day-to-day operation and management of assets, including key and room allocations, furniture deployment and permanent fixtures.

Retention: Academic Year + 2 Years: Destroy.

## ASSETS-020 (Projects and Planning)

Series contains records related to the planning and development of new capital assets in terms of new buildings, new systems and infrastructure, whether the project was completed or not. Also includes planning for major (building wide) renovations for existing infrastructure, as well as project management documentation for the approved projects.

Retention: Completion or Termination of the Project + 10 years: Transfer to Archives for selection.