

FILING AND RETENTION SCHEDULE

Capital Improvements Division

Schedule No. 647-9

This schedule lists those records which, because of some unique characteristic or feature, exclusive retention recommendations have to be applied.

CAPITAL IMPROVEMENTS DIVISION

CPD

- 900 Plat and Site Plan Files Contains the original and revised plats, site plans, blue prints and drawings of all physical facilities of the Agency.
- Retain permanently.
- 901 Contractual Services Files Consisting of copies of and replies to bid proposals for elevator, lawn, trash removal, custodial, building maintenance and related contracts. This file also includes the disposition of prior agreements and the current award of contracts.
- Retain for three years, then destroy.
- 902 Capital Planning Files Contains data related to fiscal budget requests, job specifications and capital planning procedures. This file includes the following:
1. DSP Form A-Annual Capital Budget Project Requests
 2. DSP Form B-Summary of Agency Project Requests
 3. DSP Form C-Supporting Data for Future Capital Projects
 4. Project schedule for ten-year program
 5. Recapitulation of schedule of needs for funds by totals
 6. Tabulation of annual staff operating and maintenance
 7. Cost estimate worksheets.
- Screen every three years, destroy that material no longer needed. Remaining material retain until audit requirements have been met and no longer needed for planning or projections, then destroy.
- 903 Capital Project Files Contains copies of, and replies to bids, contracts, warranties and related data concerned with capital improvements on all facilities of the Agency including land acquisition, site development and improvement, grading, drainage, roads, walks, and parking areas.
- Screen annually, retain in office permanently.