

CLEMSON UNIVERSITY
VICE PRESIDENT FOR BUSINESS AND FINANCE
FACILITIES AND OPERATIONS
UTILITIES

CU 8420 AIR QUALITY AND EMISSION REPORTS FILE

Description:

Document the quality of air around campus, and the emissions from the university's utilities. Information includes completed permit applications, air quality reports, steam production data, emission readings and other related information.

Retention:

3 years after the date on which the record was made or the report was submitted; destroy.

Schedule approved 6/14/95

CU 8421 DRINKING WATER MONITORING REPORTS

Description:

Document quality of the university's drinking water. Information includes bacteriological analysis, location of reported bacteria, temperature of water, date, time and name of person completing report.

Retention:

12 years; destroy.

Schedule approved 6/14/95

CU 8422 WATER SERVICE AGREEMENT

Description:

Documents agreements between the university and a water service utility company. Information includes type of service, amount of water to be delivered, terms of agreement, authorized signatures and other related information.

Retention:

3 years after termination of agreement; destroy.

Schedule approved 6/14/95

CU 8423 WASTE WATER TREATMENT MONITORING REPORTS

Description:

Document quality of water in the university's waste treatment facilities. Information includes bacteriological analysis, temperature of water, water summary, date, time, and name of person completing report; related correspondence.

Retention:

3 years; destroy.

Schedule approved 6/14/95

CU 8424 UTILITY REPORT

Description:

Documents utility usage at the university. Information includes meter reading (current year and previous year), utility consumption (current year and previous year), and usage of coal, electricity, steam, water and natural gas.

Retention:

3 years; destroy.

Schedule approved 6/14/95

CU 8425 POLYCHLORINATED BIPHENYL (PCB) PROGRAM FILE

Description:

Document the use of PCB at the university's generator and utility facilities. Information includes clean-up policies and procedures concerning industrial compounds, inspections, maintenance history, leaks, repairs, replacement, containment, amount of dielectric fluid burned each month, and monitoring of combustion.

Retention:

5 years and until no longer needed for reference; destroy.

Schedule approved 6/14/95

CU 8426 SPECIFICATIONS, DRAWINGS AND MAPS

Description:

Document specifications, drawings and maps for all of the institution's buildings and facilities. Information includes name of building, location, date constructed, plans, drawings, maps, history of building, name of engineer, construction company and other related information.

Retention:

Until no longer needed for reference.

University Archives: Permanent.

Schedule approved 6/14/95

CU 8427 WORK ORDER FILES

Description:

Document work performed by the Facilities and Operations staff. Information includes requesting department, department number, requisition number, department contact, office number, phone number, building name, work order number, authorized signature, and official job description; job requisitions, change order forms, copies of blueprints, correspondence, cancelled work orders, and other related information.

Retention:

Cancelled work orders: 2 years after work order is cancelled; destroy.

Completed work orders: 10 years after job is completed destroy.

Schedule approved 6/14/95

CU 8428 MAINTENANCE PLANNING AND CONTROL DATABASE REPORT FILE

Description:

Document work activity performed by the Facilities and Operations staff for other university departments. Information includes building number, descriptions of job, project number, materials account number, labor account number, estimated start date, estimated finish date, and related accounting information.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 6/14/95

CU 8429 ASBESTOS ABATEMENT TRAINING RECORDS

Description:

Document asbestos abatement training for employees working with or around asbestos. Information includes employee's name, address, background information, name of class, date, certificate and other related information.

Retention:

1 year after the last date of employment by the employer; destroy.

Schedule approved 6/14/95

CU 8430 PESTICIDE TREATMENT REPORTS

Description:

Document the use of pesticides on university buildings and grounds. Information includes name and location of building, area of campus grounds, time and date of pesticide treatment, individuals involved, and other related information.

Retention:

3 years; destroy.

Schedule approved 6/14/95

CU 8431 ASBESTOS ABATEMENT PROJECT FILES

Description:

Document removal of asbestos at university buildings and facilities. Information includes project reports, asbestos removal agreements, logs, medical approvals for employees, dual employment data, asbestos sample and test reports, and other related information.

Retention:

30 years; destroy.

Schedule approved 6/14/95

CU 8432 SERVICE CONTRACTS

Description:

Document contracts between the university and business firms for the removal of asbestos. Information includes bids, service agreements, medical reference information, conditions of contract, and other related information.

Retention:

3 years after termination of contract; destroy.

Schedule approved 6/14/95