

# **FACILITIES SERVICES**

## **EQUIPMENT CHECK OUT LOGS**

Active: until all equipment on log is returned  
Disposition: destroy

## **MAPS/PLANS**

Includes electrical, plumbing, heating, and other facility plans for various city buildings

Active: while city owns property  
Disposition: destroy

## **WORK ORDERS (internal)**

Includes Magic tickets, emails or other correspondence for request for service

Active: 1 year  
Disposition: destroy

## **WORK ORDERS (internal, equipment with warranty)**

Includes Magic tickets, emails or other correspondence for request for service

Active: life of equipment or 20 years  
Disposition: destroy