GUIDELINES ON DRAWINGS, FILES, PROJECT DOCUMENTS ETC. TO BE DISPOSED OF

No.	Item	Description on Disposal	Remarks
1.	**GENERAL**		
(a)	Catalogues, technical literatures etc.	To be transferred to Library	Duplicate copy and outdated catalogues to be discarded.
(b)	Samples	To be transferred to the Sample Room at the respective project site or returned to the respective Contractor/ Supplier/Manufacturer.	Unwanted samples to be discarded upon written confirmation to/from the party concerned.
(c)	Tender documents of unsuccessful tenders	To be returned to the respective Employer/Owner	Unwanted tender documents to be discarded upon obtaining Emplyer/Owner's prior written consent. Unmarked documents including drawings can be re-used for preparation of contract documents.
(d)	Personal project record	Reports, engineering calculations etc. to be transferred to the appropriate project file if no duplication; others to be discarded.	
2.	**UNSUCCESSFUL PROJECTS**		
(a)	Tender documents (specifications, drawings, addenda etc.) including soft copies in CDs, M&E tenderers' submittals etc.	To be discarded.	For HDB/Mindef/LTA projects, the latest version of the tender documents (i.e. Contract Forms/ Conditions of Contract, Specifications & Schedules) should be retained (to be kept in the Library) for future reference.
3.	**COMPLETED PROJECTS**		
3.1	**Completion in excess of 7 years with no dispute (i.e. mediation, arbitration, additional fee claims etc.)**		
(a)	Contract documents including drawings.	To be transferred to Library	Duplicate copy to be discarded.
(b)	Drawing/Plans, reports etc. approved by Authorities/ Public Service Providers	To be transferred to Central Register	

GUIDELINES ON DRAWINGS, FILES, PROJECT DOCUMENTS ETC. TO BE DISPOSED OF (cont'd)

No.	Item	Description on Disposal	Remarks
(c)	'As-built'/Record drawings and operation & maintenance instruction manuals	To be discarded except for projects where there are potential for tenancy fitting-out works, or subsequent extension or alteration/addition works.	Retained drawings and documents (1 set only for each project) may be kept at the Library.
(d)	Project quality plans	To be discarded except for the latest PQPs.	
(e)	Cost plans	To be discarded except for final cost plans (overall project as well as M&E services)	
(f)	Project files	To be discarded except for files AE, AM, EC, MC, ET & MT.	] Specialist Consultants'] reports, write-up, drawings etc.] on topics of interest e.g. IT etc.] should be retained (to be kept] in the Library) for future] reference.
(g)	Architect's & other Consultants' drawings	To be discarded.	
(h)	Contractors' shop drawings, builder's work and co-ordination drawings	To be discarded.	
(i)	Site records of M&E Site Staff	To be discarded.	
3.2	**Completion in excess of 7 years but with outstanding dispute**		
(a)	Contract documents including drawings	To be transferred to Library.	Duplicate copy to be discarded.
(b)	Drawing/Plans reports etc. approved by Authorities/ Public Service Providers	To be transferred to Central Register.	
(c)	'As-built'/Record drawings and operation & maintenance instruction manuals	All in-progress prints/copies to be discarded if they are not the disputed items. One final set to be retained for the project.	Retained set may be kept in the Library.
(d)	Project quality plans	All to be retained.	
(e)	Cost plans	All to be retained.	
(f)	Project files	Only file 'GC' may be discarded.	

GUIDELINES ON DRAWINGS, FILES, PROJECT DOCUMENTS ETC. TO BE DISPOSED OF (cont'd)

No.	Item	Description on Disposal	Remarks
(g)	Architect's & other Consultants' drawings	Preliminary drawings and in-progress prints leading to tender set may be discarded if they are not parts of the disputed items.	
(h)	Contractors' shop drawings, builder's work and co-ordination drawings.	All to be retained.	
(i)	Site record of M&E Site Staff	To be retained.	Duplicate drawings, files etc. to be discarded.
3.3	**Completion less than 7 years with no dispute**		
(a)	Contract documents including drawings	To be transferred to Library.	Duplicate copy to be discarded.
(b)	Drawing/Plans, reports etc. approved by Authorities/ Public Service Providers	To be transferred to Central Register.	
(c)	'As-built'/Record drawings and operation & maintenance instruction manuals	To be discarded except for projects where there are potential for tenancy fitting-out works or subsequent extension or alteration/addition works.	Retained drawings and documents (1 set only for each project) may be kept at the Library.
(d)	Project quality plans	3 years after completion, all to be discarded except for the latest PQPs	
(e)	Cost plans	3 years after completion, all to be discarded except for the final cost plans (overall project as well as M&E Services)	
(f)	Project files	3 years after completion, all files to be discarded except files AE, AM, EC, MC, ET & MT.	] Specialist Consultants'] reports, write-up, drawings etc.] on topics of interest e.g. IT etc.] should be retained (to be kept] in the Library) for future] reference.
(g)	Architect's & other Consultants' drawings	All drawings prior to tender set to be discarded. Other drawings to be discarded 3 years after completion.	
(h)	Contractors' shop drawings, builder's work and co-ordination drawings.	3 years after completion, all drawings to be discarded.	
(i)	Site record of M&E Site Staff	3 years after completion, all record to be discarded.	Duplicate drawings, files etc. to be discarded.

GUIDELINES ON DRAWINGS, FILES, PROJECT DOCUMENTS ETC. TO BE DISPOSED OF (cont'd)

No.	Item	Description on Disposal	Remarks
3.4	**Completion less than 7 years but with outstanding dispute** Same as item 3.2	Same as item 3.2	Same as item 3.2
4.	**ON-GOING PROJECTS** Only the following items may be disposed of:		
(a)	Tender documents of unsuccessful tenderers	See item 1 (c)	See item 1 (c)
(b)	Samples	See item 1 (b)	See item 1 (b)
(c)	Architect's & other Consultants' drawings	Preliminary and alternative building scheme drawings before the tender set may be discarded. After award of contract/sub-contracts, architectural detail drawings on doors and windows, joinery and the like, which have no effect or insignificant effect on M&E Services may be discarded. Similarly drawings of this nature from other Consultants.	Only if there is no dispute on work programme and fee claims (PD's advice to be sought beforehand). PD's prior approval to be obtained.
5.	**PROJECTS ON HOLD** Only the following items may be disposed of:		
(a)	Tender documents	To be returned to the respective Employer/Owner.	Unwanted tender documents to be discarded upon obtaining Employer/Owner's prior written consent.
(b)	Project files	Only file GC may be discarded.	]] To be stored in external] warehouse.
(c)	Drawings	Only duplicate prints may be discarded.	

GUIDELINES ON DRAWINGS, FILES, PROJECT DOCUMENTS ETC. TO BE DISPOSED OF (cont'd)

No.	Item	Description on Disposal	Remarks
6.	**TERMINATED PROJECTS** (i.e. AEC's services discharged on abandoned of project or before project completion)		
(a)	Project files	To be discarded except for files PC, CC, EC & MC	]] To be stored in external] warehouse.]
(b)	Drawings	To be discarded except for latest sets of architectural drawings and M&E services drawings.	