

## 7.00 Materials and Supplies Management

Records related to the management and administration of supplies, materials, and equipment.

7.00 Materials and Supplies Management		Function	Description	Retention and Disposition
7.01	Hazardous Materials Records	To maintain a record of the storage and disposal of hazardous materials.	Storage records, manifests, bills of lading, receipts and other records related to the storage, transportation and handling of hazardous materials and compliance with environmental regulations	Destroy 15 years after creation of record.
7.02	Materials and Supplies Inventory Records	To maintain a current record of materials, supplies and equipment.	Correspondence, reports, and other records related to current inventory of materials supplies and equipment. Includes inventory lists and other records related to the administration of inventory systems.	Destroy 2 years after obsolete or superseded.
7.03	Procurement Records	To provide a record of the purchasing of supplies, materials and equipment necessary for departmental operations.	Correspondence, Requests for Proposals, specifications, tenders, requisitions, purchase orders, agreements and contracts, reports and other records related to the procurement of materials and supplies.	Destroy 6 years after file closure.
7.04	Hazardous Material Safety Data Sheets	To maintain a record of information on hazardous waste that is produced, stored, handled or disposed of in the workplace. Data sheets include information on the composition and hazards of the waste as well as appropriate safety measures to take when storing, handling and disposing of it.	Safety data sheets that are either received from the supplier or produced by the City of Winnipeg.	Destroy 30 years after creation of record.