Equipment and Supplies (Primary Numbers 600 – 699)

This main group covers records relating to equipment and supplies, including computer hardware and software, furniture, furnishings and art work. This main group contains the following primaries:

- Equipment and Supplies – General
- Catalogues, Manuals and Price Lists
- Disposal and Surplus
- Forms
- Inventories
- Maintenance and Repairs
- Procurement – Equipment
- Procurement – Supplies

Six global secondaries have been developed for these primaries. They are as follows:

- -00 **Policy and procedures**: records associated with a specific primary that relate to policy and procedures;
- -01 **General**: records associated with a specific primary that are of a general nature or of too low a volume to justify the creation of separate secondary;
- -02 **Subject files**: records associated with a specific primary that relate to particular subjects and are arranged according to general information content. Subject files are usually third-party reference materials;
- -03 **Case files**: records associated with a specific primary that relate to a particular action, event, person, product, unit, etc. Case files are not typically third-party reference materials but are materials generated or received by the office in the course of performing its administrative duties;
- -04 **Committees**: records associated with a specific primary that are generated or received by committees, councils, etc.;
- -05 **Reports and statistics**: records associated with a specific primary that consist of reports and statistics.

Within the File Plan, these secondaries have been left blank so that offices may define each further.

Please note - not every primary category will require the use of each of the global secondaries. It is up to individual offices to determine which secondaries will be applied. For further information on implementing or applying the global secondaries, please review the University of Toronto File Plan Introduction.

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
600	**Equipment and Supplies – General**	Records relating to the overall administration of equipment and supplies not shown elsewhere in this block.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
610	**Catalogues, Manuals and Price Lists**	Includes technical data, equipment catalogues and manuals, item price lists, etc.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		
620	**Disposal and Surplus**	Records relating to the disposal or transfer of obsolete or surplus equipment.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		
630	**Forms**	Records relating to the design and development of office forms.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		
640	**Inventories**	Records relating to the control of fixed assets (excluding buildings and lands), the receipt, storage, inventorying, and stocktaking of equipment.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
650	**Maintenance and Reports**	Records relating to the performance, maintenance and repair of University equipment.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		
660	**Procurement - Equipment**	Records relating to the procurement, storage and issue of equipment. For transactional financial records relating to equipment, see 750 Purchasing.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		

File Code	Record Series	Description	Active	Semi Active	Final Disposition	R	F
670	**Procurement – Supplies**	Records relating to the procurement, storage and issue of supplies. For transactional financial records relating to supplies, see 750 Purchasing.					
-00	Policies and Procedures		C	2	D		
-01	General		C	2	D		
-02	Subject files		C	2	D		
-03	Case files		C	2	D		
-04	Committees		C	2	D		
-05	Reports and Statistics		C	2	D		