



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

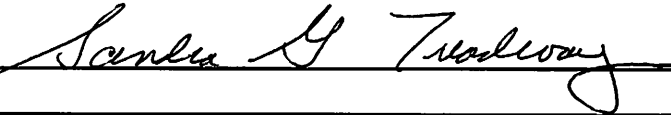
GENERAL SCHEDULE NO. GS-108

ALL STATE AGENCIES

Fire, Safety and Security

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:



EFFECTIVE SCHEDULE DATE: 12/12/2013

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Access Control Records</u> This series documents the control of access to specific buildings, departments, rooms or areas. This series may include, but is not limited to: access lists, sign-in sheets, logs, registers, instruction books or emergency contact records. Includes both paper and electronic records.	012273	6 Months after last action	Confidential Destruction
<u>Disaster and Emergency Planning Files</u> This series documents planning preparation for, response to, and recovery from any event that places an agency in an other-than-normal status. This series may include, but is not limited to: disaster plan, Continuity of Operations Plan (COOP), records emergency action plan, emergency contacts, telephone listings and other supporting documentation.	012274	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<u>Disaster Recovery Files</u> This series documents the process of and expenses for the recovery from a State- or Federally-declared disaster. This series may include, but is not limited to: damage reports, repair reports, expense records, a copy of all activated response plans, and supporting documentation.	200037	5 Years after last action	Confidential Destruction
<u>Equipment Control Logs</u> This series documents the movement of equipment into and out of facilities when control is required for security purposes. This series may include, but is not limited to: logs and lists.	101380	6 Months after last action	Non-confidential Destruction
<u>Fire Evacuation Plan</u> This series documents fire and emergency evacuation procedures for the building, office or department. This series may include, but is not limited to: evacuation plans.	012275	0 Years after superseded, obsolete, or rescinded	Confidential Destruction



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<u>Fire Extinguisher Inspections</u> This series documents routine fire extinguisher inspections. This series may include, but is not limited to: fire extinguisher tags or sheets that document inspections.	012276	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Fire Safety Inspections</u> This series documents the completion and results of fire safety inspections, including any follow-up actions taken. This series may include, but is not limited to: inspection reports and supporting documentation.	012277	5 Years after end of calendar year	Non-confidential Destruction
<u>Guard or Security Monitor Files</u> This series documents the assignment of duties, responsibilities, and use or control of building/department guards or security monitors (excluding personnel and payroll activities). This series may include, but is not limited to: rosters, procedural records, and other supporting documentation.	012278	2 Years after end of calendar year	Non-confidential Destruction
<u>Personal Identification Records (Access and Security)</u> This series documents the identification process for individuals with access to buildings, departments, room or areas. This series may include, but is not limited to: issue records, back-up photos, and other supporting documentation.	012279	1 Year after end of calendar year	Confidential Destruction
<u>Safety Records</u> This series documents the duties of and actions taken by the agency, building, or department safety officer. This series may include, but is not limited to: reports, logs and supporting documentation produced, maintained or collected by the safety officer.	012280	3 Years after last action	Non-confidential Destruction
<u>Security and Surveillance Tapes: Not Used as Evidence</u> This series documents the surveillance and monitoring of a building or area for security purposes. This series may include, but is not limited to: audio or video recordings.	012281	30 Days after creation	Non-confidential Destruction