

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 108
FIRE, SAFETY AND SECURITY RECORDS
ALL STATE AGENCIES**

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

APPROVED: Sandra G. Trethewey, State Archivist

EFFECTIVE SCHEDULE DATE: November 21, 2011

~~SUPERSEDES~~ SCHEDULE DATED: September 16, 2005

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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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RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

I. Building or Department Routine Fire, Safety and Security Records

Buildings: Access Control Records

This series controls access to specific buildings, departments, rooms or areas. This series may include access lists, sign-in sheets, logs, registers, instruction books or emergency contact records. Includes both paper and electronic records.

012273

Retain 6 months after last entry or use, then destroy in compliance with No. 8 on schedule cover page.

Buildings: Disaster and Emergency Planning Files

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

Retain documents or entire plan until superseded, obsolete or rescinded, then destroy in compliance with No. 8 on schedule cover page.

Buildings: Disaster Recovery Files

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

Retain 5 years after claims are filed or written off, then destroy in compliance with No. 8 on the schedule cover page.

Buildings: Equipment Control Logs

This series documents the movement of equipment into and out of facilities when control is required for security purposes.

101380

Retain 6 months after last entry, then destroy.

Buildings: Fire Evacuation Plan

This series consists of any fire or emergency evacuation plans for the building, office or department.

012275

Retain until superseded, obsolete or rescinded, then destroy in compliance with No. 8 on schedule cover page.



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<u>Buildings: Fire Extinguisher Inspection Reports</u> This series includes fire extinguisher tags or sheets that document routine extinguisher inspections.	012276	Retain until new tag created or for the life of extinguisher, then destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Buildings: Fire Safety Inspections</u> This series documents the completion and results of fire safety inspections, including any follow-up actions taken.	012277	Retain 5 years after inspection, then destroy.
<u>Buildings: Guard or Security Monitor Files</u> This series consists of records (other than personnel or payroll) tracking daily assignment, duties, responsibilities, use or control of building/department guards or security monitors.	012278	Retain 2 years after last entry or action, then destroy.
<u>Buildings: Personal Identification Records (Access and Security)</u> This series consists of records used to identify individuals having access to buildings, departments, room or areas. Includes issue records, back-up photos and other supporting documentation.	012279	Retain 1 year after end of access or replacement of identification card, then destroy in compliance with No. 8 on schedule cover page.
<u>Buildings: Safety Records</u> This series consists of records produced, maintained or collected by the agency, building or department safety officer.	012280	Retain 3 years after the last action or entry, then destroy.
<u>Buildings: Security Policy Files</u> This series consists of written agency or department security policy documents.		Refer to records series 100350 and 100351, "Policy and Procedure Records" on <i>General Records Retention and Disposition Schedule No. GS-101, Administrative Records</i> for retention guidelines.



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Buildings: Security or Surveillance Tapes

This series consists of audio or video tapes created during the monitoring of buildings or areas for security purposes.

012281

If not required to support known investigations or litigation, reuse or destroy in 30 days. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

II. Dedicated Agency Police or Security Forces

This section is to be used by organized police or security sections or departments authorized in state agencies for internal security purposes (e.g. campus police, hospital security). This does not apply to agencies having a primary law enforcement responsibility outside of the agency (e.g. State Police, Capitol Police, Department of Game and Inland Fisheries). For routine security records see Section I of this schedule (page 2).

Police: Arrests - Adult Arrest Records

This series documents the arrest or detention of adults.

012284

Enter pertinent data in Master Arrest Card and retain 5 years after last action, then destroy in compliance with No. 8 on schedule cover page.

Police: Arrests - Adult Master Arrest Cards and Fingerprint Cards

This series documents the identification of, fingerprinting of and cumulative history of individuals arrested, booked, detained or investigated by the force. Includes latest photos, fingerprints and the master arrest card.

012283

Retain 75 years after last arrest, then destroy in compliance with No. 8 on schedule cover page.

Police: Arrests - Arrestee, Case or Incident Index Cards

This series consists of index or cross reference cards used to identify arrestees, cases, incidents or investigations and current status, if any.

012282

Retain as long as administratively necessary, then destroy in compliance with No. 8 on schedule cover page.



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<u>Police: Arrests - Juvenile Arrest Records</u> This series documents the arrest or detention of juveniles.	101381	Enter pertinent data in Master Arrest Card and retain 5 years after last action, then destroy in compliance with No. 8 on schedule cover page.
<u>Police: Arrests - Juvenile Fingerprint Cards - Charges Filed</u> This series includes fingerprint cards for arrested juveniles when a petition or warrant had been filed.	012285	Retain 75 years after last arrest, then destroy in compliance with No. 8 on schedule cover page.
<u>Police: Arrests - Juvenile Fingerprint Cards - No Charges Filed</u> This series includes fingerprint cards for arrested juveniles when no petition or warrant had been filed.	101382	Retain 60 days after fingerprints taken, then destroy in compliance with No. 8 on schedule cover page, <i>Code of Virginia, § 16.1-299.</i>
<u>Police: Arrest - Juvenile Master Arrest Cards</u> This series documents the cumulative history of juvenile arrests on a specific individual.	012286	Retain 5 years after individual reaches age of majority or 5 years after last court action, whichever is greater; then destroy in compliance with No. 8 on schedule cover page, <i>Code of Virginia, § 16.1-306.</i>
<u>Police: Confiscated Property - Firearms</u> This series documents the confiscation, control and return or disposal of firearms confiscated during searches or arrests.	012287	Retain 25 years after return or disposal, then destroy in compliance with No. 8 on schedule cover page.
<u>Police: Confiscated Property - Other Property</u> This series documents the confiscation, control and return or disposal of property confiscated during searches or arrests.	101383	Retain 3 years after return or disposal then destroy in compliance with No. 8 on schedule cover page.
<u>Police: Controlled Substance Seizure Records</u> This series documents the confiscation/receipt, control and return or disposal of controlled substances.	012288	Retain 3 years after disposal of items or final disposition of any related case, whichever is greater; then destroy in compliance with No. 8 on schedule cover page.



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<u>Police: Directory/Staff or Personnel Listings</u> This series consists of any listing used to identify staff or personnel.	012289	Retain 2 years, then destroy.
<u>Police: Dispatch/Communications Tapes</u> This series documents the electronic voice recording of incoming and outgoing calls and communications between dispatch/communications centers and officers.	012290	If not required to support known investigations or litigation, reuse or destroy in 60 days. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Police: Dispatch/Communications Logs, Reports and Other Records</u> This series documents the activities of the Dispatch or Communications center in response to specific incidents, emergencies or requests for assistance.	012291	Retain 2 years after last entry or action, then destroy.
<u>Police: Emergency Response Records</u> This series consists of the reports or records created during or after a response to an emergency call by the responding officer or technician.	012292	Retain 3 years after last action, then destroy in compliance with No. 8 on schedule cover page.
<u>Police: Evidence Tracking Records</u> This series includes documents used to receipt for, control, track, account for, dispose of or return evidence.	012293	Retain 3 years after final disposition of all evidence listed or described, then destroy in compliance with No. 8 on schedule cover page.



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<u>Police: Litigation Files, Officer</u> This series documents litigation involving agency police or security officers.	012298	Retain 10 years after final action on case, then destroy in compliance with No. 8 on schedule cover page.
<u>Police: Logs/Checklists</u> This series documents the completion of security logs or checklists, not otherwise listed on this schedule.	012299	Retain 2 years, then destroy.
<u>Police: Motor Vehicles - Abandoned/Impounded Vehicles</u> This series documents the retrieval, storage and disposition of abandoned or impounded vehicles.	012300	Retain 3 years after final disposition of vehicle, then destroy.
<u>Police: Motor Vehicles - Accident Investigations</u> This series documents the opening of an investigation into a traffic accident by agency police/security personnel and the subsequent findings and recommendations.	012302	Retain 5 years after final disposition, then destroy.
<u>Police: Motor Vehicles - Accident Reports</u> This series documents the reporting of accidents involving motor vehicles on agency owned property and/or agency owned vehicles off agency property.	012301	Retain 5 years, then destroy.
<u>Police: Officer Assignment Files</u> This series documents the assignment of officers to specific assignments, shifts, patrols or areas of responsibility.	012303	Retain 2 years after creation or last entry, then destroy.
<u>Police: Parking Permits/Vehicle Registrations</u> This series documents the control of staff or visitor vehicles on agency owned property.	012304	Retain 1 year after expiration, then destroy.



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<u>Police: Parking Tickets - Agency Collected Fines</u> This series documents the issuance of parking tickets and the collection of fines by agency personnel.	012305	Retain 3 years or until audited, whichever is greater; then destroy.
<u>Police: Parking Tickets - Locality Collected Fines</u> This series documents the issuance of parking tickets by agency policy or security personnel.	012306	Retain 2 years, then destroy.
<u>Police: Private Property Records</u> This series accounts for personal property taken from detainees or otherwise coming into the control of security or police personnel.	012307	Retain 3 years after return or disposal of property, then destroy.
<u>Police: Radio Equipment Files</u> This series documents the receipt, issue, maintenance, calibration and servicing of communications equipment.	012308	Retain until equipment disposed of, then destroy.
<u>Police: Reports - Deaths, Offenses and Serious Incidents</u> This series documents the receipt of incoming reports of deaths, offenses and serious incidents and any initial responses to the report.	012309	Retain 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Police: Reports - Other Reports</u> This series documents the receipt of reports on other than deaths, offenses and serious incidents and any initial responses to the report.	012310	Retain 3 years, then destroy in compliance with No. 8 on schedule cover page.



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<p><u>Police: Security or Surveillance Recordings</u> This series documents the surveillance of an area and the actions of police, suspects and bystanders by use of audio or video recordings, including area surveillance and in-car monitoring of officers. Recordings may be audio or video in electronic or magnetic format.</p>	012311	If not required to support known investigations or litigation, retain 30 days after recording, then reuse or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3) not required.
<p><u>Police: Security Incident Reports</u> This series documents the reporting, investigation and action taken in regard to security-related incidents occurring at buildings and facilities. Materials may include paper reports and forms, photographic evidence and magnetic or electronic surveillance recordings.</p>	005692	Retain 3 years after last action, then destroy.
<p><u>Police: Towed Vehicle Records</u> This series documents the removal and towing of illegally parked or abandoned vehicles found on agency property.</p>	012312	Retain 3 years after towing, then destroy.
<p><u>Police: Uniform Traffic Summons</u> This series documents the issue of a traffic ticket by agency police or security personnel.</p>	012313	Retain 1 year, then destroy.
<p><u>Police: Visitor Badges</u> This series documents the issue and control of visitor badges.</p>	012314	Retain 6 months after last entry, then destroy.