



Government Records Services
 800 East Broad St., Richmond VA 23219
 (804) 692-3600
 Effective schedule date: 06/11/2026

Records Retention and Disposition Schedule
 General Schedule No. GS-108
 ALL STATE AGENCIES
 Fire, Safety and Security

| RECORDS SERIES AND DESCRIPTION | SERIES NUMBER | SCHEDULED RETENTION PERIOD | DISPOSITION METHOD |
|---|---------------|--|------------------------------|
| <p>Access Control Records 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.</p> | 012273 | 6 Months after last action | Confidential Destruction |
| <p>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.</p> | 200037 | 5 Years after last action | Confidential Destruction |
| <p>Emergency Response Plans This series documents plans and planning efforts related to preparing for, responding to, recovering from, and mitigating emergencies and disasters. This series includes, but is not limited to: the Commonwealth of Virginia Emergency Operations Plan and supporting plans, the State Hazard Mitigation Plan, Agency Support Plans, Continuity of Operations Plans (COOP), and any other plans or planning materials documenting state response to and recovery from disasters or emergencies as defined in Code of Virginia 44-146.16. EO 41 (2018)</p> | 012274 | 0 Years after superseded, obsolete, or rescinded | Confidential Destruction |
| <p>Equipment Control Logs 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.</p> | 101380 | 6 Months after last action | Non-confidential Destruction |



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| <p>Fire Extinguisher Inspections This series documents routine fire extinguisher inspections. This series may include, but is not limited to: fire extinguisher tags or sheets that document inspections.</p> | 012276 | 0 Years after superseded, obsolete, or rescinded | Non-confidential Destruction |
| <p>Fire Safety Inspections 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.</p> | 012277 | 5 Years after end of calendar year | Non-confidential Destruction |
| <p>Guard or Security Monitor Files 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.</p> | 012278 | 2 Years after end of calendar year | Non-confidential Destruction |
| <p>Personal Identification Records (Access and Security) 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.</p> | 012279 | 1 Year after end of calendar year | Confidential Destruction |
| <p>Safety Records 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.</p> | 012280 | 3 Years after last action | Non-confidential Destruction |



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| Security and Surveillance Tapes: Not Used as Evidence 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 |