

## ***Facilities Security and Protective Services Records***

Records relating to measures taken for the protection of Government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.

### **1. Security and Protective Services Administrative Correspondence Files.**

See note after this item.

Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this chapter.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 18, Item 8]

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for security and protective services programs.]

### **2. Survey and Inspection Files. (Government-owned facilities)**

Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.

**Disposition Authority:** [GRS 18, Item 9]

### **3. Survey and Inspection Files. (Privately-owned facilities)**

Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.

**Disposition Authority:** [GRS 18, Item 10]

#### **4. Investigative Files.**

Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 18, Item 11]

#### **5. Property Pass Files.**

Property pass files, authorizing removal of property or materials.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 months after expiration or revocation.

**Disposition Authority:** [GRS 18, Item 12]

#### **6. Guard Assignment Files.**

Files relating to guard assignments and strength.

a. Ledger records.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after final entry.

**Disposition Authority:** [GRS 18, Item 13a]

- b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 18, Item 13b]

## 7. Police Functions Files.

Files relating to exercise of police functions.

- a. Ledger records of arrest, cars ticketed, and outside police contacts.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after final entry.

**Disposition Authority:** [GRS 18, Item 14a]

- b. Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 18, Item 14b]

- c. Reports on contact of outside police with building occupants.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 1 year old.

**Disposition Authority:** [GRS 18, Item 14c]

## 8. Personal Property Accountability Files.

Files relating to accountability for personal property lost or stolen.

- a. Ledger files.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after final entry.

**Disposition Authority:** [GRS 18, Item 15a]

- b. Reports, loss statements, receipts, and other documents relating to lost and found articles.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 1 year old.

**Disposition Authority:** [GRS 18, Item 15b]

## 9. Key Accountability Files.

Files relating to accountability for keys issued.

- a. For areas under maximum security.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 years after turn-in of key.

**Disposition Authority:** [GRS 18, Item 16a]

- b. For other areas.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 6 months after turn-in of key.

**Disposition Authority:** [GRS 18, Item 16b]

## 10. Visitor Control Files.

Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

- a. For areas under maximum security.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 5 years after final entry or 5 years after date of document, as appropriate.

**Disposition Authority:** [GRS 18, Item 17a]

- b. For other areas.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 2 years after final entry or 2 years after date of document, as appropriate.

**Disposition Authority:** [GRS 18, Item 17b]

## 11. Facilities Checks Files.

Files relating to periodic guard force facility checks.

- a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this chapter).

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 1 year old.

**Disposition Authority:** [GRS 18, Item 18a]

- b. Reports of routine after-hours security checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this chapter.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 1 month old.

**Disposition Authority:** [GRS 18, Item 18b]

## 12. Guard Service Control Files.

- a. Control center key or code records, emergency call cards, and building record and employee identification cards.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or obsolete.

**Disposition Authority:** [GRS 18, Item 19a]

- b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 1 year old.

**Disposition Authority:** [GRS 18, Item 19b]

- c. Automatic machine patrol charts and registers of patrol and alarm services.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when 1 year old.

**Disposition Authority:** [GRS 18, Item 19c]

- d. Arms distribution sheets, charge records, and receipts.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 3 months after return of arms.

**Disposition Authority:** [GRS 18, Item 19d]

### **13. Logs and Registers.**

Guard logs and registers not covered elsewhere in this chapter.

- a. Central guard office master logs.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 2 years after final entry.

**Disposition Authority:** [GRS 18, Item 20a]

- b. Individual guard post logs of occurrences entered in master logs.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy 1 year after final entry.

**Disposition Authority:** [GRS 18, Item 20b]