



## LIBRARY OF VIRGINIA

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

The schedule on the attached

APPROVED: \_\_\_\_\_

EFFECTIVE SCHEDULE DATE

1. This schedule is continuing the Public Records Act, § 42.1-7 retention and disposition of the records.
2. This schedule supersedes all previous schedules.
3. This schedule is used in conjunction with the Records Destruction (RM-3 Form). A designated records officer or records manager must determine if records can be destroyed. All signed RM-3 Form must be submitted to LVA.
4. Any records created prior to the effective date of this schedule must be destroyed 60 days after date of LVA. A copy of the offer must be submitted to LVA.
5. All known audits and audit reports must be settled before the records are destroyed.
6. All known investigations or subpoenas, investigations, or other legal issues involving listed records suspends any destruction until the issues are resolved.

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**RECORDS RETENTION AND DISPOSITION SCHEDULE****GENERAL SCHEDULE NO. GS-108****ALL STATE AGENCIES****Fire, Safety and Security**

EFFECTIVE SCHEDULE DATE: 12/12/2013

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emergency action plan, emergency contacts, telephone listings and other supporting documentation.	012274	0 Years after superseded, obsolete, or rescinded	Confidential Destruction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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### GENERAL SCHEDULE NO. GS-108

#### ALL STATE AGENCIES

#### Fire, Safety and Security

EFFECTIVE SCHEDULE DATE: 12/12/2013

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<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