

**Pennsylvania Office of Administration**  
**Office of Enterprise Records Management**  
**Records Retention and Disposition Schedule**  
**Approved by the Executive Board**

**Records Retention and Disposition Schedule**  
**By Bureau**

9/19/2006

**Agency:** 000 General Retention Schedules  
**Bureau:** G009 Security/Safety

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G009.001	<p>Security Access Control Records</p> <p>Access controls to specific buildings, departments, rooms, or areas. May include access lists, sign-in sheets, logs, registers, instruction books, or emergency contact records.</p> <p>* AGY - If not required for investigation or litigation then destroy after 2 years.</p>	M	No	2Y	0Y	3
G009.002	<p>Security Guard/Monitor Files</p> <p>Records (other than personnel or payroll) tracking daily assignments, duties, responsibility use, or control of building/department guards or security monitors.</p> <p>* AGY - 2 years after last entry or action, then destroy.</p>	M	No	2Y	0Y	3
G009.003	<p>Security/Surveillance Tapes</p> <p>Audio or videotapes created during the monitoring of buildings or areas for security purposes.</p>	M	No	1M	0Y	3
G009.004	<p>Disaster Recovery Plans/Vital Records/Continuity Plans</p> <p>Disaster recovery plans, vital records plans, emergency action plans, emergency contacts, telephone listings, and other supporting documentation. Retain a current copy at an off-site location.</p> <p>* AGY - Retain current plan and one previous version.</p>	M	No	1Y	0Y	3
G009.005	<p>Evacuation Plans</p> <p>Emergency evacuation plans for the building, office, or department. Retain current copy at an off-site location.</p> <p>* AGY - Retain current plan and one previous version.</p>	M	No	1Y	0Y	3
G009.006	<p>Safety Records</p> <p>Records produced, maintained, or collected by the agency, building, or department safety officer.</p> <p>* AGY - Retain 1 year or as long as of administrative value.</p>	M	No	1Y	0Y	3