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

01/27/2014

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

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