

GRS3 Safety & Security Records

Note: For records relating to the security of information and information systems see GRS7-IM X.X.

GRS3.1 Facility Entrance Authorization Records

Records documenting the issuance of keys, identification cards, passwords and alarms codes that allow employees entrance to facility (including computer facilities) and operation of alarms. Includes database and files that aid in the administration of established security procedures. Database may include but is not limited to employee name, key or code number, arrival time and code clearance status. Files on each entry into the system may include but are not limited to employee name, job title, office, automobile information and security access level. May include agreements, lists, and memos relative to employer verification of employee status.

Retention: Retain until updated, superseded or of no further administrative value. Periodically purge terminated employees from system or files.

GRS3.2 Visitor Control Files/Logs

Records that document names of visitors, outside contractors, and service personnel to building or facility.

Retention: Retain one (1) year.

Note: Where record series appears on agency specific schedules, retain for whichever retention period is the longer of the two.

GRS3.3 Security Logs

Logs documenting procedural checks of building and grounds. Includes name or initials of employee conducting checks, date, and time of check. May include comments.

Retention: Retain one (1) year.

GRS3.4 Guard Assignment Lists/Logs

Documents guard details at buildings and properties. Includes date of assignment, name of guard and name of building or facility.

Retention: Retain four (4) years.

GRS3.5 Key Logs

Documents the issuance of keys or key cards to visitors, vendor and construction staff to restricted areas. Includes name of visitor, time in and out, room designation and date of visit.

Retention: Retain three (3) years.

GRS3.6 Video Monitoring Tapes/Digital Recordings

Recording media used for the surveillance of property/building/rooms for security purposes. May include video tapes, digital media.

Retention: Retain thirty (30) days before reuse.

See also: Legal Records - Case Files - GRS2.1.

GRS3.7 Incident Reports and Accident Reports

Incidents or accidents to patrons, visitors or other non-employees sustained on state or municipal property and reported to/by state or municipal personnel. May include police/fire/paramedic notification. May also include copies of visitor control logs, key logs or any other security logs relative to incident or accident.

Retention: Retain three (3) years. If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.

Note: If incident or accident results in litigation, see Legal Records - Case Files - GRS2.1.

GRS3.8 Inspection and Certification Records

Records of various inspections required under the Fire Safety Code, State Building Code or municipal ordinance. Includes inspection records and certificates of inspection/compliance. May include inspections for fire extinguishers, fire alarm, sprinkler, smoke detectors, boilers and elevators.

Retention: Retain three (3) years.

GRS3.9 Building Protection Systems Records

Records of service/maintenance for fire extinguishers, fire alarm systems, sprinklers, fire suppression systems, emergency lighting and exit signs. May include copies of bids and contracts for service, inspection records, and certificates of inspection/compliance.

Retention: Retain three (3) years.

GRS3.10 Alarm Reports

Monthly record/printout from monitoring agency documenting security system activity. Includes alarm user codes and times of activation and de-activation of alarm system.

Retention: Retain one (1) year.

GRS3.11 Fire Emergency and Evacuation Records

Records relating to fire prevention, fire drills and fire emergencies. May include fire prevention materials, building evacuation plans and diagrams, drill procedures, schedules and reports.

a) Plans and procedures

Retention: Retain until annual update is completed.

GRS3.11 Fire Emergency and Evacuation Records (continued)**b) All other records**

Retention: Retain three (3) years.

GRS3.12 Disaster Plans

Disaster preparedness plans for the recovery of records, media and equipment necessary for the continued functioning of the office in the event of a fire or other disaster. May include, but is not limited to employee lists, supply lists, lists of vendors supplying recovery services or supplies, exit routes and floor plans of building.

Retention: Retain until annual update is completed.

See also: Records Management Records - Security of Records - GRS6.10.

GRS3.13 Underground Storage Facilities Records

Records for underground storage facilities used for petroleum products and hazardous materials storage in compliance with RIGL Chapter 46-12. Includes certificate of registration, repair records, and supporting documents.

a) Site investigation records conducted at permanent closure

Retention: Retain three (3) years after closure (40CFR280.74).

b) All other records

Retention: Retain records for the life of the tank (40CFR280.33).

GRS3.14 Asbestos Inspection and Abatement Records

Records relative to asbestos inspections and removal at specific locations for compliance with EPA Asbestos Hazard Emergency Response Act (AHERA 40 CFR part 763 of Title II of the Toxic Substance Control Act). May include asbestos hazard assessments, inventories of samples, inspection reports, air quality surveys, instructions for bidding, invitations to bid, bid record sheet, lists of licensed contractors, contracts, agreements, correspondence, abatement plans and management plans.

a) Contracts, agreements and related documents

Retention: Retain for a period of ten (10) years after completion of work.

b) Documentation of all spot repairs

Retention: Retain as long as building or structure remains in existence.

c) All other records

Retention: Retain three (3) years after the next re-inspection.

GRS3.15 Hazardous Materials Right to Know Files

Records relating to toxic or hazardous substances used, transported, or stored by agency. Documents include chemical identification lists, material safety data sheets (MSDS), and Right-to-Know training program information.

Retention: Retain thirty (30) years (RIGL § 28-21-6).