SECURITY SERVICES RECORDS RETENTION SCHEDULE

These records are extracted from the State of Idaho *Records Management Guide*, updated November, 2004.

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SECURITY SERVICES RECORDS

NOTE: All retention periods are filed by either the fiscal or calendar year. For all <u>UNANNOTATED DUPLICATE COPIES</u>, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

SG1301. DEPARTMENTAL RECOVERY REPORTS
Agency reports of operation tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.
Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG1302. DISASTER PLANNING FILES
Files used to prepare statewide plans for action to address an emergency, e.g. fire, flood, earthquake, and other disasters.
Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG1303. GUARD ASSIGNMENT FILES
Files relating to guard assignments. Includes ledger records or requests, analyzes, reports, change notices, and other papers relating to post assignments.
Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG1304. GUARD SERVICE CONTROL FILES
Control center key or code records, emergency call cards, building record, and employee identification cards.
Retention *Record copy:* Retain by agency until superseded or obsolete and then destroy.

SG1305. GUARD SERVICE REPORTS
Round reports, facility checks, service reports on interruptions and tests, punch clock dial sheets, automatic machine patrol charts, and registers of patrol and alarm services.
Retention *Record copy:* Retain by agency for 1 year and then destroy.

SG1306. INSURANCE REPORTS
Reports used for the reference and generation of claims files.
Retention *Record copy:* Retain by Risk Management Services for 15 years and then destroy.

SG1307. KEY ACCOUNTABILITY FILES
Files relating to accountability for keys issued, including keys to maximum security areas.
Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG1308. LIABILITY INSURANCE POLICY FILES

Insurance policy contracts between the State of Idaho and private insurers.

Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG1309. LIABILITY RISK MANAGEMENT CASE FILES

Case files of the reporting, investigation, and settlement of liability claims filed against the state, colleges and universities.

Retention *Record copy:* Retain by Risk Management Services for 20 years and then destroy.

SG1310. LOSS CONTROL INSPECTION REPORTS

An annual self-inspection report used to identify potential hazards within the building or on the agency property. This record may also be used as evidence in defense of a claim.

Retention *Record copy:* Retain by agency until superseded or obsolete then send to Risk Management. Retain by Risk Management Services for 12 years and then destroy.

SG1311. PERSONNEL SECURITY CLEARANCE STATUS FILES

Lists of rosters showing the current security clearance status of individuals.

Retention *Record copy:* Retain by agency until superseded or obsolete and then destroy.

SG1312. PROPERTY INSURANCE POLICY FILES

Insurance policy contracts between the State of Idaho and private insurers.

Retention *Record copy:* Retain by Risk Management Services for 75 years and then destroy.

SG1313. SECURITY LOGS AND REGISTERS - INDIVIDUAL GUARD POSTS

Individual guard post logs of occurrences.

Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG1314. SECURITY LOGS AND REGISTERS - MASTER OFFICE

Central guard logs which are compiled from individual guard post logs of occurrences.

Retention *Record copy:* Retain by agency for 5 years and then destroy.

SG1315. VISITOR CONTROL FILES

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

Retention *Record copy:* Retain by agency for 2 years and then destroy.

SG1316. VISITOR CONTROL FILES FOR AREAS OF MAXIMUM SECURITY

Registers or logs used to record names of visitors who are admitted to areas of maximum security.

Retention *Record copy:* Retain by agency for 5 years and then destroy.

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