

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 18**

Security and Protective Services Records

Security and protective services records include the various files created by District agencies to control and protect government facilities from unauthorized entry, or loss: and to develop and implement plans for the protection of life and property under emergency conditions. Included are files of offices having District-wide or agency-wide responsibilities for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting access to facilities, and like matters.

This schedule authorizes disposal of records documenting administrative actions relating to the above functions. Records documenting District-wide or agency-wide security and protective services planning and programming, reflecting basic overall policies and determinations (Item 1) of this schedule, are not authorized for disposal or destruction by this schedule. Variations among agencies in methods of implementing statutory requirements for security and protective services result in dissimilarities in program documentation. District agencies must include Item 1 below in their agency records schedule.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Security Policy Files. Manuals, directives, plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs.	Submit request for disposition authority to D.C. Archives.
2. - 8.	[Reserved]	
9.	Security and Protective Service Administrative Correspondence Files. Correspondence files relating to administration and operation of the facilities security and protective services programs not covered by Item 1 or elsewhere in this schedule.	Destroy when 2 years old.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
10.	<p>Survey and Inspection Files (Government-owned Facilities).</p> <p>Reports of surveys and inspections of government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.</p>	<p>Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.</p>
11.	<p>Survey and Inspection Files (Privately Owned Facilities).</p> <p>Reports of surveys and inspections of privately owned facilities assigned security cognizance by government agencies, and related papers.</p>	<p>Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.</p>
12.	<p>Investigative Files.</p> <p>Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports and related papers are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.</p>	<p>Destroy when 2 years old.</p>
13.	<p>Property Pass Files.</p> <p>Property pass files, authorizing removal of property or materials.</p>	<p>Destroy 3 months after expiration or revocation.</p>
14.	<p>Guard Assignment Files.</p> <p>Files relating to guard assignments and strength.</p> <p>a. Ledger records.</p> <p>b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.</p>	<p>Destroy 3 years after final entry.</p> <p>Destroy when 2 years old.</p>
15.	<p>Police Functions Files.</p> <p>Files relating to police functions.</p> <p>a. Ledger records of arrest, cars ticketed, and</p>	<p>Destroy 3 years after final entry.</p>

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	outside police contracts.	
	b. Reports, statements of witnesses, warning notices, and other case papers relating to arrest, commitments, and traffic violations.	Destroy when 2 years old.
	c. Reports on contact of outside police with building occupants.	Destroy when 1 year old.
16.	Personal Property Accountability Files.	
	Files relating to accountability for personal property lost or stolen.	
	a. Ledger files.	Destroy 3 years after final entry.
	b. Reports, loss statements, receipts and other papers relating to lost and found articles.	Destroy when 1 year old.
17.	Key Accountability Files.	
	Files relating to accountability for key issued.	
	a. Maximum security areas.	Destroy 3 years after turn-in of key.
	b. Other areas.	Destroy 6 months after turn-in of key.
18.	Visitor Control Records.	
	Registers of logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	
	a. Maximum security area.	Destroy 5 years after final entry or 5 years after date of document, as appropriate.
	b. Other areas.	Destroy 2 years after final entry or 2 years after date of document, as appropriate.
19.	Facilities Check Files.	
	Files relating to periodic guard force facility checks.	
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by Item 25 of this schedule.	Destroy when 1 year old.
	b. Reports of routine after-hours security checks which either do not reflect security	Destroy when 1 month old.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	violations, or for which the information contained therein is documented in the files defined in Item 25 of this schedule.	
20.	Guard Service Control Files.	
	a. Control center key or code records, emergency call cards, and building record and employee identification cards.	Destroy when superseded or obsolete.
	b. Round reports, service reports or interruptions and tests, and punch clock dial sheets.	Destroy when 1 year old.
	c. Automatic machine patrol charts and register of patrol and alarm services.	Destroy when 1 year old.
	d. Arms distribution sheets, charge records and receipts.	Destroy 3 months after return of arms.
21.	Logs and Registers.	
	Guard logs and registers not covered elsewhere in this schedule.	
	a. Central guard office master logs.	Destroy 2 years after final entry.
	b. Individual guard past logs of occurrences entered in master logs.	Destroy 1 year after final entry.
22. - 26.	[Reserved]	
27.	Emergency Planning Administrative Correspondence Files.	
	Correspondence files relating to administration and operation of the emergency planning program, not covered by Item 1 or elsewhere in this schedule.	Destroy when 2 years old.
28.	Emergency Planning Case Files.	
	Case files accumulated by offices responsible for preparation and issuances of plans and directives, consisting of a record copy of each plan or directive issued with related background papers.	Submit request for disposition authority to D.C. Archives.
29.	Emergency Directives Reference Files.	
	Copies of plans and directives, other than those	Destroy when superseded or obsolete.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	maintained in case files described in Item 28 above.	
30.	<p>Emergency Planning Reports.</p> <p>Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.</p>	Submit request for disposition authority to D.C. Archives.
31.	<p>Emergency Operations Tests Files.</p> <p>Papers accumulating from tests conducted under emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests by communications and facilities, and retained copies of reports.</p>	Destroy when 3 years old.