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TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 10 – GENERAL RECORDS RETENTION SCHEDULES

PART 3 – SAFETY AND SECURITY RECORDS (GRS3)

3.1 Purpose, Authority, Severability, and Destruction

3.1.1 Purpose

To establish the official retention, maintenance, and disposal requirements for a public record based upon any administrative, legal, fiscal, and/or historical value related to that record created or received by an agency, department, division, board, commission, office, or quasi-public corporation under any branch of State or local government which performs functions relating to government, or acts on behalf of a governmental agency, pursuant to law or relating to the transaction of public business.

3.1.2 Authority

This Regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws Title 38 (“Public Records”), including expressly but without limitation R.I. Gen. Laws §§ 38-3-1 et seq.

3.1.3 Severability

If any provision of these Regulations or the application thereof to any Person or circumstances is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulations shall not be affected thereby.

3.1.4 Destruction Review Procedure

Government employees should also consult with their administration to determine if any records eligible for destruction may be involved in current, pending, or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act. (Part 2 of this Subchapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

GRS3 Safety and Security Records

For records relating to the security of information and information systems, see GRS7.8 (System Security Records).

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 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: When record series appears on a State Agency Records Retention Schedule (Subchapter 20 of this Chapter), 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.

GRS3.6A **Recordings with No Evidence of Illegal or Problematic Activity or Incidents**

Retention: Retain thirty (30) days before reuse.

Note: A countersigned Certificate of Records Destruction is not required for destruction of these records.

See Also: Any recording with evidence of possible illegal activity, incident, or otherwise problematic behavior, that could lead to civil or criminal investigation should be considered as part of GRS3.6C (Recordings Containing Evidence Pertinent to Investigations of Illegal Activities Subseries Description) even if no legal action has yet been taken after the 30-day period.

GRS3.6B **Recordings Containing Evidence of Problematic Behavior or Incidents That Do Not Involve Legal Action**

Retention: Retain thirty (30) days or until investigation is complete and all issues have been resolved, whichever is later.

GRS3.6C **Recordings Containing Evidence Pertinent to Investigations of Illegal Activities Subseries Description**

Retention: Retain seven (7) years after resolution of all associated legal matters.

See Also: GRS2.1 (Case Files).

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.

See Also: If incident or accident results in litigation, see LG2.1 (Case Files).

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.

GRS3.11A Plans and Procedures

Retention: Retain until annual update is completed.

GRS3.11B 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: GRS6.10 (Security of Records).

GRS3.13 Underground Storage Facility Records

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

GRS3.13A Site Investigation Records Conducted at Permanent Closure

(40 C.F.R. § 280.74)

Retention: Retain three (3) years after closure.

GRS3.13B All Other Records

(40 C.F.R. § 280.33)

Retention: Retain records for the life of the tank.

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 C.F.R. 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.

GRS3.14A Contracts, Agreements, and Related Documents

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

GRS3.14B Documentation of All Spot Repairs

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

GRS3.14C 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. (R.I. Gen. Laws § 28-21-6)

Retention: Retain thirty (30) years.

GRS3.16 Emergency/Disaster Response and Remediation Records

Records that document agency's response to man-made or natural disasters that effect or cause damage to agency property and informational infrastructure. Records may include, but are not limited to, assessment reports, repair, stabilization and restoration plans, remediation reports (including cleaning and fumigation activities), procurement records (including but not limited to supplies, protective gear and services), payroll records documenting costs (including but not limited to salary, reimbursements, overtime, mileage, records documenting costs for moving and/or temporary storage of fixtures/furnishing and/or records), summary and final reports of work performed, correspondence with local, state and federal authorities, documentation on coordination with other agencies (including relief agencies, press releases, photographic and/or audio-visual documentation, incident, accident and field reports).

GRS3.16A Records Relating to the Remediation and/or Restoration of the Building Structure

Retention: Retain as long as the building exists.

Note: Retain remediation/restoration records of historic buildings permanently.

GRS3.16B Records Relating to the Remediation and/or Restoration of Records of Permanent or Historical Value

Retention: Permanent.

See Also: GRS7.10 (Disaster Crisis Documentation).

GRS3.16C Records Relating to the Remediation and/or Restoration of Records of Non-Permanent Value

Retention: Retain ten (10) years.

Note: The imaging and/or microfilming of records must meet standards enumerated in Part 00-1 of this Chapter (Records Management).

GRS3.16D Records Relating to Remediation of Contamination Due To Chemical Spills, Sewage, or Other Hazardous Materials

Retention: Retain thirty (30) years.

See Also: GRS9.9 (Employee Injury and Health Impairment Records).

GRS3.16E Records Relating to Payroll or Procurement [SUPERSEDED]

See Also: For associated records, see GRS8 (Fiscal Records). For retention of fiscal records of municipalities, see LG2 (Municipal Finance Records).

GRS3.16F Summary and Final Reports, After Action Reports, Press Releases, Substantive Correspondence, Photographic and/or Visual Documentation Relating to Disaster and Emergency Response

Retention: Permanent.

GRS3.16G All Other Records

Retention: Retain three (3) years.