

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

3/16/2016

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, buildings, departments, rooms or areas. May include, but is not limited to: • Access lists; • Sign-in sheets; • Logs; • Registers; • Emergency contact lists; • Photographs; • Racking reports; and • Other supporting documentation. * AGY - If not required for investigation or litigation then destroy after one (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 – Retain two (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 and emergency action plans. * AGY - Retain current plan and previous version for all plans except Continuity of Operations Plans (COOP). Retain the current annual COOP Approval Form and the previous version. Retain the current COOP data.	M	No	0Y	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 previous version.	M	No	1Y	0Y	3

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G009.006	Employee Safety Records produced, maintained, or collected by the agency, building, or agency safety coordinator in support of the accident and illness prevention program (AIPP). May include, but is not limited to: safety investigations; communications; and safety training records. *AGY - Retain for three (3) fiscal years.	M	No	3Y	0Y	3
G009.007	Medical Monitoring and Exposure Records Medical records pertaining to monitoring employees exposed to hazardous materials or chemicals for high level exposures. Documentation for any employee who was exposed to a chemical based on the exposure definition in the Pennsylvania Worker and Community Right-to-Know Act (35 P.S. §§ 7301—7320). *AGY - Retain 30 years from the date employee separates from employment.	M	No	30Y	0Y	3
G009.008	Material Safety Data Sheets (MSDS) Required by the Pennsylvania Worker and Community Right-to-Know Act (35 P.S. §§ 7301—7320), the MSDS lists every hazardous substance or hazardous mixture to which the employee work area may be exposed. The MSDS must be kept current for the products that are being used in the workplace. *AGY - Maintain current form unless it is designated as a Health and Exposure Record, then retain according to G009.007.	1	No	0Y	0Y	1
G009.009	Hazardous Substance Survey Form (HSSF) As required by the Pennsylvania Worker and Community Right-to-Know Act (35 P.S. §§ 7301—7320), agencies are required to complete a hazardous substance survey for each workplace, providing information on the hazardous substances present during the prior year. *AGY - Retain superseded forms for 30 years	1	No	30Y	0Y	1
G009.010	Environmental Hazard Survey Form (EHSF) An EHSF is completed upon request by the Department of Labor & Industry. Annual update is not required. Agencies must keep a copy of the form on file at the workplace to which the form applies and their principal place of business. *AGY - Retain current form.	M	No	0Y	0Y	1

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G009.011	Alerts and Notifications Notifications issued by commonwealth agencies to provide employees, citizens, and partners with timely information to assist in making informed decisions and preparations regarding emergency and weather alerts, health notifications, tax notifications, and building alerts and updates. *AGY - Delete alerts and notifications after one (1) full year of issuance.	M	No	1Y	0Y	6
G009.012	Reports Generated from Alerts and Notifications Reports of alerts and notifications issued by commonwealth agencies to provide employees, citizens, and partners with timely information to assist in making informed decisions and preparations regarding emergency and weather alerts, health notifications, tax notifications, and building alerts and updates. *AGY- Retain generated reports from the system for two (2) years after issuance of alerts and notifications, then delete or destroy.	M	No	2Y	0Y	6