

RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 16

SECURITY SERVICES RECORDS

16-1. 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: Retain for 5 years and then destroy.

Duplicate copies: Retain for 3 years and then destroy.

16-2. Disaster Planning Files

Files used to prepare statewide plans for action to address and emergency, e.g.: fire, flood, earthquake and other disasters.

Retention

Record copy: Permanent.

Duplicate copies: Retain until superseded and then destroy.

16-3. Guard Assignment Files

Files relating to guard assignments. Includes ledger records or requests, analyses, reports, change notices, and other papers relating to post assignments.

Retention

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

Duplicate copies: Retain by agency for 1 year and then destroy.

16-4. 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Record copy: Retain by agency until superseded or obsolete and then destroy.

Duplicate copies: Retain by agency until superseded or obsolete and then destroy.

16-5. 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 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

16-6. Insurance Reports

Reports used for the reference and generation of claims files.

Retention

Record copy: Retain by Risk Management Office for 12 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

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16-7. Key Accountability Files

Files relating to accountability for keys issued, including keys to maximum security areas.

Retention

Record copy: Retain by agency for 3 years after superseded and then destroy.

Duplicate copies: Retain until superseded and then destroy.

16-8. Liability Insurance Policy Files

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

Retention

Record copy: Retain by the Risk Management Office for 6 years after the contract expires then destroy.

Duplicate copies: Retain by agency for 1 year and then destroy.

16-9. 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 Office for 10 years and then destroy.

Duplicate copies: Retain by agency for 5 years and then destroy.

16-10. Loss Control Inspection Reports

An annual self-inspection report used to identify potential hazards within the building or on the agency property. If the agency completes this report, it may receive a 15% discount on its insurance premium after a follow-up survey has been conducted. This records may also be used as evidence in defense of a claim.

Retention

Record copy: Retain by Risk Management Office for 12 years and then destroy.

Duplicate copies: Retain until superseded and then destroy.

16-11. 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.

Duplicate copies: Retain by agency until superseded or obsolete and then destroy.

16-12. Property Insurance Policy Files

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

Retention

Record copy: Retain by Risk Management Office for 6 years after the contract and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

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16-13. 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.

Duplicate copies: Retain for 1 year and then destroy.

16-14. 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.

Duplicate copies: Retain for 3 years and then destroy.

16-15. 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 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

16-16. 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.

Duplicate copies: Retain by agency for 3 years and then destroy.

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16-17. Recordings and Images Related to Security – Public Areas

Video or audio recordings, biometric data or images from security or surveillance cameras, scanning systems or audio recording systems in public areas of state buildings or grounds. Security setups vary and recordings may be continuous, stop-frame or random use. Recordings or images may capture date and time indexing information

Retention

Record copy: 30 Days.

Duplicate copies: Retain until no longer needed.