

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO
NC1-121-85-1

DATE RECEIVED
8-9-85

1. FROM (Agency or establishment)
General Services Administration

2. MAJOR SUBDIVISION
Office of Administrative Services

3. MINOR SUBDIVISION
Records and Forms Management Branch

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER
Gladys Franklin

5. TELEPHONE EXT.
535-7974

DATE
3-4-87

ARCHIVIST OF THE UNITED STATES
Frank B. Burke

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 17 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE
3/5/87

C. SIGNATURE OF AGENCY REPRESENTATIVE
Gladys Franklin

D. TITLE
Chief, Records and Forms Management Branch

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>Federal Protection and Safety Program Records</u></p> <p>Records descriptions and proposed disposition schedules are in the attached new chapter 46 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p> <p>I concur with the revisions to this schedule.</p> <p><i>Gladys Franklin</i> Agency Representative <u>2-27-87</u> Date</p> <p><i>Ronald K. Keire</i> NARA Representative <u>27 Feb 87</u> Date</p>		<p align="right"><i>112 items</i></p>

46A1. **Staff inspection records ().**

- a. Staff inspection, general inspection, spot inspection, special inspection, and guard contracts.

Cut off annually, destroy when 2 years old.

- b. Line inspection, quarterly line inspections, and completed checks lists.

Cut off annually, destroy when 1 year old.

46A2-46A4. **Reserved.**

46A5. **Preparation and issue of inspection schedules ().** Documents that schedule (by date and location) of inspection for all field offices. Schedules are sent to Central Office and district commanders.

Cut off annually, destroy when 1 year old.

46A6-46A8. **Reserved.**

46A9. **Field office inspections ().** Documents prepared by the staff inspector from surveys, inspections, or evaluation of FPS operations to promote coordination, detect problems, ensure compliance with operating, procedures, policies, schedules, and orders. Included are the staff inspectors' report, area commanders' reply, and related records. Inspection reports on contracts are excluded.

Cut off after completion of inspection; destroy when 2 years old.

46A10-46A12. **Reserved.**

46A13. **Reimbursable work authorizations ().** Records include GSA Form 2957, Reimbursable Work Authorization, from agencies to request that GSA perform work on a reimbursable basis. This form authorizes the work, controls the amount of work performed, and the dollar value. Included ^{are} backup estimates and request for charges, bills, purchase orders, travel documents and related records.

Cut off annually or upon completion of work; destroy when 1 year old.

46A14. **Work authorization register ().** Register recording job number and cost.

44C351

Cut off register at end of fiscal year, destroy when 2 years old.

46A15-46A17. **Reserved.**

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46A18. Work authorization control record (). GSA Form 1848, Job Order Control, shows job cost estimate and cost of labor and materials expended.

44C35c

Cut off annually, destroy when 1 year old.

46A19-46A21 Reserved.

46B22 Procurement register (). Procurement purchase order or contract register that assigns number to a procurement or contract. Included are the name of the vendor or the location of the contract, dates of order or contract, dollar value, and related records.

44D35

Cut off end of each fiscal year, destroy when 3 years old.

46A23-46A26. Reserved.

46A27. Stockroom voucher records (). Documents supporting increases, or decreases in stock. Included are requisitions, packing slips, pickup and delivery vouchers, and property write-off.

44D35

Destroy when superseded, or no longer than needed.

46A28. Staff hours distribution (). Records of staff hours spent by craft employees on any activity or assignment. Included are daily time reports, time sheets, time summaries, and related records.

44A95

Cut off annually, destroy when 1 year old.

46A29-46A32. Reserved.

46A33. Cost report (). Computer printouts showing the cost of building protection and operation.

~~Hold last report of the fiscal year only, at the end of the fiscal year destroy the previous 11 reports.~~

Destroy when no longer needed for reference.

46B1. **Safety agreements** (). Document relating to accident and fire prevention, disaster control, or civil defense. Included are proposals, coordination actions, approvals, copies of the agreements, and related records.

a. **Files at Central Office relating to national agreements:** Cut off annually when superseded, or terminated, hold 2 years, and retire to FRC. Destroy when 12 years old

43F1a

b. **Other files at Central Office and all files of regional and area offices:** Cut off annually when superseded or terminated. Destroy when 2 years old.

43F1b

43B2-43B4. Reserved.

46B5. **Safety meetings** (). Documents relating to accident and fire prevention meetings, protection meetings, or comparable group meetings.

Cut off annually, destroy when 1 year old.

44G10

46B6. **Safety designations** (). Documents on individuals appointed to perform safety duties or exercises safety responsibilities.

Destroy when superseded, revoked, or made obsolete.

44F5

46B7-46B10. Reserved.

46B11. **Councils on safety, occupational health, and fire prevention** (). Documents reflecting deliberations and activities of regional office, and field office councils on safety, occupational health, and fire prevention. Included are listings of members, agenda, minutes, copies of program documents or schedules, and related records.

Cut off annually, destroy when 2 years old.

43F10

46B12-46B15. Reserved.

46B16. **Accident and fire cases** (). Documents reporting fires and accidents, injuries sustained by Government persons while on Government property or that result from Government operations, reports of hazardous or unhealthful conditions; and accidents involving private owned vehicles operated while on Government business.

a. **Ad hoc committee reports of accidents, injuries, and fatalities:** Destroy ~~at the discretion of Accident and Fire Prevention Division or Branch~~ when the file is 5 years old, *or no longer needed for reference, whichever is later.*

43F15

b. **All other cases:** Cut off annually, destroy when 5 years old.

46B17-46B20. Reserved.

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46B21. Employee work injury logs (). Logs recording GSA work injury treatment and the compensation program.

Cut off when case becomes inactive.

a. Destroy single case log 5 years after case becomes inactive ~~if the program official approves.~~

or no longer needed for reference, whichever is later.

b. Destroy books, etc., containing logs on multiple cases 3 years after latest case entered becomes inactive ~~if the program official approves.~~

or when no longer needed for reference, whichever is ~~sooner~~ later.

46B22-46B25. Reserved.

46B26. Quarterly utilization report file (). Reports of mileage driven by GSA drivers in motor pool vehicles.

Cut off annually, destroy when 2 years old.

46B27-46B30. Reserved.

46B31. Fire reports (). Documents concerning fires on GSA-owned or -leased premises, or other property for which GSA is accountable. Included are fire reports, investigation reports, ad hoc committee investigations of serious fires, and related records.

Cut off annually, destroy when 3 years old.

46B32-46B35. Reserved.

46B36. Accident and fire statistics and analyses (). Data accumulated in determining the nature of the accident and fire problem and in measuring results of programs, but excluding documents relating to specific accidents or fires.

Cut off annually, destroy when 3 years old.

46B37-46B40. Reserved.

46B41. Sprinkler system leakage reports (). Documents reporting malfunctions of automatic sprinkler systems on GSA-operated or -leased premises.

Cut off annually, destroy when 2 years old.

46B42-46B45. Reserved.

46B46. Fire and accident prevention surveys (). Documents from conducting and reporting on surveys and inspections to evaluate accident and fire prevention programs, detect safety and fire hazards, and recommend measures to prevent them. Included are checklists, notes, findings and recommendations, completed reports, and related records.

Cut off annually, destroy after next

a. *Central Office:* ~~Retain until next survey report or destroy~~ when 5 years old, *whichever is sooner.*

b. *Regional offices:* Cut off annually, destroy after next report or when 5 years old, *whichever is sooner.*

46B47. **Individual building files** (). Documents pertaining to buildings within each region. Included are incident reports, systems reports, systems test reports, and information on special safety problems within a building

Cut off annually, destroy when 3 years old.

46B48–46B50. **Reserved.**

46B51. **Orientation and training** (). Documents accumulated in conducting accident and fire prevention training and orientation programs for GSA employees. Included are training plans, texts, outlines, schedules, training reports, and related records.

43F50

a. **Training materials:** Destroy when superseded or obsolete.

b. **Other records:** Cut off annually, destroy when 2 years old.

46B52–46B55. **Reserved.**

46B56. **Accident and fire prevention promotion** (). Documents resulting from efforts to stimulate supervisory and employee interest in accident and fire prevention. Included are charts, and other materials used in publicizing safety achievements and special events.

43F55

Cut off annually, destroy when 2 years old.

46B57–46B60. **Reserved.**

46B61. **Annual safety and fire prevention reports** (). Documents reflecting program development, execution, and evaluation. Included are regional safety and fire prevention reports and related records.

Destroy when superseded or obsolete.

43F60

46B62–46B65 **Reserved.**

46B66 **Accident and fire prevention awards** (). Documents created in contests or other incentive programs to motivate employees in accident fire prevention programs.

Destroy when superseded or obsolete.

43F65

46B67–46B70. **Reserved.**

46B71. **Hazardous area and operation designations** (). Documents naming areas and operations where protective equipment will be used. Included are listings of hazards and protective equipment.

Destroy when superseded or obsolete.

43F70

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46B72-46B75. Reserved.

46B76. Hazardous operation control files (). Documents accumulated in monitoring, and exercising safety controls over potentially hazardous operations to ensure that people are trained and safety requirements are understood, and followed. Included are listed of employees trained or issued permits, revocations of permits, progress reports, technical advice, and related records.

- a. *Lists:* Destroy when superseded or obsolete.
- b. *Other records:* Cut off annually, destroy when 2 years old.

43F75

46B77-46B80. Reserved.

46B81. Safety review files (). Documents accumulated in reviewing plans, blueprints, specifications, layouts, purchase requisitions, equipment operation manuals, test reports, or similar documents to detect and potential safety or fire hazards.

Destroy when superseded or obsolete.

43F80

46B82-46B85. Reserved.

46B86. Disaster and CD status reports (). Reports and records showing the self-protection, shelter stocking, radiological training, and preparedness of Government buildings against enemy attack, natural disaster, and other emergencies.

- a. *Central Office:* Cut off annually, destroy when 5 years old.
- b. *Other offices:* Cut off annually, destroy when 2 years old.

43F85

46B87-~~46B89~~ ^{46B90 - Reserved.} Safety Accident and Fire Evaluation (). Documents accumulated relating to accident and fire prevention work items. Included are priority lists of work items, updated reviews of the work item inventory, and related records.

Destroy when superseded or obsolete.

46B91-46B94. Reserved.

46B95. Agenda staff meeting (). Documents relating to review and control of construction projects approved at agenda staff meetings. Included are minutes, notes, and records relating to special problems.

Cut off annually, destroy when 1 year old.

46B96-46B99. Reserved.

46B100. **Fire safety design committee** (). Documents relating to fire safety design of projects involving fire safety systems. Included are minutes, notes, and records relating to decisions made by the committee

Destroy after completion of project.

46B101-46105 **Reserved.**

46B106. **Predesign meeting** (). Documents relating to the predesign of building construction or modernization. Included are minutes, notes, records relating to fire safety.

Cut off annually, ^(a) destroy when 2 years old, ^(b) except cases of continuing interest will be ~~retained, and~~ destroyed when no longer needed.

46B107-46B110. **Reserved.**

46B111. **Specification review** (). Documents identifying contract specifications reviewed by the Accident and Fire Prevention staff. Included are letters, notes, and comments sent CMD for any specification change.

Destroy after publication and completion of project.

46B112-46B115. **Reserved.**

46B116. **Construction inspections.** Documents relating to safety and fire inspections of construction projects. Included are inspection reports, findings and recommendations, notes to CMD engineer, and records relating to any hazard control on the project site.

Destroy upon completion of project, and resolution of ~~hazards~~ or deficiencies.

46B117-46B119. **Reserved.**

46B120 **Construction accidents** (). Documents relating to accidents sustained contractor's employees at the job site.

Cut off annually, ^(a) destroy when 3 years old, ^(b) except material needed for litigation or settlement will be ~~retained and~~ destroyed 3 years after litigation or settlement.

46B121-46B124. **Reserved.**

46B125. **Final acceptance test** (). Documents relating to acceptance testing of accident and fire protection systems. Included are notes taken during tests, papers recommending approval, and letters to CMD identifying special problems needing correction prior to approval.

Destroy when superseded or obsolete.

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46B126-46B129. **Reserved.**

46B130. **Prelease surveys** (). Accident and fire prevention surveys made before leasing a building. Included are survey reports, and letters to CMD relating to deficiencies.

Destroy when superseded or obsolete.

46B131-46B134. **Reserved.**

46B135. **Industrial hygiene monitoring** (). Documents relating to tests to identify possible health hazards such as exposure to asbestos, uranium, carbon monoxide, noise, iodine, lead, etc.

transfer to FRC when 3 years old,
Cut off annually, ~~hold 3 years, return to FRC;~~ destroy when 30 years old.

46B136-46B139. **Reserved.**

46B140. **Industrial health complaints** (). Complaints of GSA employees about environmental deficiencies. Included are written complaints, notes and papers relating to surveys, and disposition of individual cases.

Cut off annually, destroy when 5 years old.

46B141-46B144. **Reserved.**

46B145. **Non GSA safety and health complaints** (). Documents relating to alleged safety or health deficiencies received from other agencies. Included are written complaints, notes and papers from surveys, and recommended disposition of individual cases.

Cut off annually, destroy when 5 years old.

46C1. **Training records** (). Documents relating to the continuing program of providing training for uniformed and other FPS protection and safety personnel in the field including programmed training, sight and sound packages, and instructions by supervisory officers. Included are course curriculums, qualification records, schedules, rosters, training bulletins, and related records.

43E20

Destroy when superseded or obsolete.

GR51/306

46C2-46C4. **Reserved.**

46C5. **FPS Academy records** (). Documents relating to training of students at FPS Academy. Included are course curriculums, schedules, rosters, testing records, attendance records, firearm training and certification, and training aid.

Cut off annually, destroy when 2 years old.

GR51/306

46C6-46C8. **Reserved.**

46C9. **Firearms** (). Documents relating to firearms and firing ranges.

Cut off annually, destroy when 2 years old.

~~46D1. Security systems contracts (GRS 3/42). Documents created in letting and administering contracts for of installing and maintaining of security systems~~

~~Place in inactive file on completing contract. Cut off inactive file at the end of the fiscal year, hold 2 years, and retire to FRC. Destroy when 6 years and 3 months old.~~

46D2-46D4 Reserved.

46D5. Alarm system program (). These records consist of the files described below:

a. **Security alarm systems.** Documents relating to the design, procurement, installation, and maintenance of security systems.

b. **Fire and safety alarm systems.** Documents relating to the design, installation, and maintenance of fire and safety systems.

c. **Other alarm systems.** Documents relating to the design, installation, and maintenance of HVAC, Electrical, Mechanical, and Energy Management Alarm System.

Cut off annually, hold 2 years, retire to FRC. Destroy when 6 years old.

46D6. Security logs ().

a. **Recording tape log.** Log kept when tape recorders tapes are changed. the tapes record radio transmissions.

Cut off after 30 days, extract information needed for further reference, re-record it, and destroy when no longer needed.

b. **Safe and cabinet log.** Records recording openings and closings of secured cabinets and safes.

c. **Alarm log.** Log book that contains the alarms system codes for various buildings.

d. **Sescoa tapes.** Tapes maintained to provide a record of alarms and authorize entrances into Federal buildings after duty hours.

Cut off annually, destroy when 2 years old.

46D7-46D8. Reserved.

~~46D9. Occupant emergency plans (GRS 18/29). Documents relating to contingency planning to protect personnel and facilities in case of fire, bomb treats, demonstrations, riots, or other comparable civil disorder. Included are contingency plans, notices, correspondence and reports.~~

~~Destroy when superseded or obsolete.~~

OAD P 1820.2 CHGE

46D10-46D12. Reserved.

46D13. **Physical Security Surveys** (). Documents relating to the physical security hazards or deficiencies and recommendations for remedial action. They include survey reports, facility and occupant data, threats; and findings and recommendations.

GRS 18/10

Destroy when superseded or obsolete.

46D14-46D16. Reserved.

46D17. **Systems workload report** (). Section VIII of GSA Form 3163, Operations Activity Report, showing the monthly workload of physical security surveys, perimeter security system installations, and number of alarms zones, etc.

Cut off annually, destroy when 3 years old.

46D18-46D20. Reserved.

46D21. **Federal Radio Frequency Management Program** (). Documents relating to the policies, rules, and regulations governing the allocation of radio frequencies. These consist of the file described below:

a. **Frequency Assignment Subcommittee (FAS)**. Included are applications for Frequency assignments, modifications, Corrections, and the 5-year review; regional requests for action; regional frequency authorizations; Government master file; and administrative agenda and minutes.

b. **Interdepartment Radio Advisory Committee (IRAC)**. Included are the National Telecommunications and Information Administration manual and the weekly agenda and summary of minutes.

Destroy when superseded or obsolete.

46D22-46D24. Reserved.

46D25. **Telecommunication program** (). These records consist of the file described below:

a. **Control center**. Documents relating to the design, installation, and maintenance of telecommunications equipment used in the zone, district, and regional control centers.

b. **National Crime and Information Center (NCIC)**. Documents such as the NCIC Operating Manual, Code Manual, Update, and Newsletter; control terminal officer assignments; and originating agency identifier applications.

c. **National Law Enforcement Telecommunications Systems (NLETS)**. Documents such as the NLETS Operating Manual, Code Manual, Update, and Newsletter.

Destroy when superseded or obsolete.

46E1. **Employee assignment designation** (). Records assigning employees on special duties or details with the Federal Protection and Safety Division.

Cut off annually, destroy when 1 year old.

46E2-46E4. **Reserved.**

46E5. **Occupant letters** (). Letters from occupants of Government-owned or-leased space that has a federal protection and safety response. They contain correspondence on service, systems, crime, protection, parking, and related records.

Cut off annually, destroy when 1 year old.

46E6-46E9. **Reserved.**

~~46E10. **Occupant emergency plans** (GRS 18/29). Documents relating to contingency planning to protect personnel and facilities in case of fire, bomb threats, demonstration, riots, or other civil disorder. Included are contingency plans, notices, correspondence, reports, and related records.~~

~~Destroy when superseded or obsolete.~~

46E11-46E14. **Reserved.**

~~46E15. **Contract administration** (GRS 3/4). Documents dealing with contract guard certification, cost comparison studies, evaluation and inspection, performance deficiencies, specifications, status reports (GSA Form 2993) System Maintenance. Their purpose is to ensure the Government receives the goods and services for which it has contracted, on time, and in accordance with the specification, work statement, or purchase description.~~

~~Cut off annually, destroy when 3 years old. with related contract.~~

46E16-46E19. **Reserved.**

46E20. **Firearm and badge record** (). Card files of employees issued firearms and badges. The file is set up by employee name and by serial number of equipment.

- a. **Employee name.** Destroy when employee leaves position and equipment is turned in.
- b. **Serial number.** Card updated as equipment is reassigned

46E21-46E23. **Reserved.**

46E24. **Assignment records** (). Documents reflecting tour of duty schedule, days off, and post assignments for FPO's and Contract Guards. Records include GSA Form 1874, Hours of Duty Schedule, and related records.

Destroy after GAO audit or when 3 years old, whichever is sooner.

44F1

46E25-46E27. **Reserved.**

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46E28. **Special orders** (). Special (or seasonal) order issued from the Staff offices.

44F5

Destroy when superseded or canceled.

46E29–46E32. **Reserved.**

46E33 **Special operating procedures** (). Staff and supervisory Federal Protection Officers may issue their rules and regulation to FPO's for their guidance during the performance of their individual duties during normal and emergency operations.

Destroy when superseded or obsolete.

46E34. **Flag records** (). Documents relating to regulations, proclamations and notices to fly the flag at half mast. Included are requests concerning the notification list, proclamations, and related records.

43E65

Cut off annually, destroy when 1 year old.

46E35–46E38. **Reserved.**

46E40. **Record of time of arrival and departure from buildings (during security hours)** (). Register used to record time of arrival, departure, and destination of personnel, packages, visitors and vehicles entering or leaving Government premises. Included are GSA Form 139, Record of Time and Arrival and Departure from buildings. This form is also used by supervisory FPO's when conducting Inspections of FPO's under their tour of duty. Forms used by contract Guards should be filed under 46E96.

Cut off annually, destroy when 4 years old.

44F15

46E41–46E44. **Reserved.**

46E45. **Lost and found property files** (). Documents concerning the reporting, receiving, accounting for, and disposing of lost and found property. Included are GSA Form 1039, Record of property found; and GSA Form 252; Found Property Tag.

44F25

a. **GSA Form 252.** Destroy on return of property to owner or on disposition of property.

b. **Other records.** Cut off annually, destroy when 3 years old.

46E46–46E49. **Reserved.**

46E50. **Physical evidence files.** Documents pertaining to the preservation and accountability of physical evidence.

Cut off when property is returned to owner or disposed of, destroy when 2 years old.

46E51–46E54 **Reserved.**

Appendix 46–E

46E55. **Evidence log.** Log book or register of physical evidence during investigation of crimes.

Cut off when all property in the book/register has been returned to owner or disposed of, destroy when 2 years old.

46E56-46E57. **Reserved.**

~~46E58. **Report of excess personal property (SF120) (GRS 4/5).** This form is used when disposing of lost, abandoned, unclaimed or excess Governmental or personal property~~

~~Cut off annually, destroy when 3 years old.~~

46E59-46E62. **Reserved.**

46E63. **Incidents occurring on GSA—controlled property.**

~~a. **Criminal investigations (NCL-269-87-2/3)** Case files relating to investigations of thefts of Governmental and personal property and violations of Federal statutes covering other criminal activities on property under the charge of GSA, except when it is suspected that the crime was committed by a GSA employee. Included are bomb threats.~~

~~Cut off annually on completing the investigation.~~

~~1. **Office conducting investigation:** Hold 2 years and retire to FRC. Destroy when 7 years old.~~

~~2. **Other offices:** Destroy when 2 years old.~~

~~b. **Noncriminal investigations (NCL-269-87-1/3)** Case files relating to investigations of incidents and noncriminal accidents occurring on property under the charge of GSA. Included are courtesy violation notices, demonstration, and protests files.~~

~~Cut off annually after completing investigation. Destroy when 2 years old.~~

~~c. **Investigative indices/assignment slips.** Cards and slips (GSA Form 2756) indexing the investigation files.~~

~~1. **Central Office (NCL-269-87-2/4a)** Cut off in 2 year blocks. Destroy when no longer needed.~~

~~2. **Regional Office (NCL-269-87-2/4b)** Cut off when inactive, destroy when 15 years old.~~

~~d. **FPS arrest files.** (). A separate file is on each FPS arrest (by serial number). Included are copies of offense reports, statement of cases, records or arrests, and related records. Arrest files that are part of cases before the U.S District Court are transferred to 43E63e court liaison files.~~

~~Cut off annually, destroy when 7 years old.~~

44F80

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e. **Court liaison files** (). Documents on cases before the U.S. District Court. They include violations, notices, and criminal charges.

Cut off annually or upon completion of case, hold 3 years, retire to FRC.
Destroy when 7 years old.

~~f. **Operations Activity Report** (GRS18/15b). Documents concerning bomb threats, property damage, spot reports, and arrest files. Included are incident spot reports, summary reports, and related records. (The original reports is maintained in Central Office and a copy in the Federal Protection and Safety office in each region.)~~

~~Cut off annually, destroy when 2 years old.~~

46E64-46E67. **Reserved.**

46E68. **Key control records** (). Included are key cards, register of keys made, records of keys issued, authorizations to make keys, and reports of lost and missing keys.

Cut off annually, destroy when 3 years old.

44F35

46E69-46E72. **Reserved.**

46E73. **FPO equipment records** (). Documents on each FPO for equipment and uniforms issued. Included are measurements, property receipts, and related records.

Cut off when employee returns equipment, destroy when 6 months old.

44F40

46E74-46E77. **Reserved.**

46E78. **Federal protective officer logs** (). Documents which are listed below:

44F45

a. **Security log.** Records of notices to Federal agencies that concern a security or energy violation found by FPS; e.g., safe left open, and security area left open.

b. **Report log.** A log book on the number assigned to reports written by FPS units.

c. **Ticket log.** Log book of traffic tickets issued

d. **Ticket log on thefts.** Log book on stop-theft tickets issued

f. **Detex records.** Records of detex discs from Federal property that requires a detex clock. The card is used as a time check on the patrol unit.

g. **Mobile reports.** Forms used by FPS mobile units as a checklist showing the times that a facility was checked.

h. **Code 44.** Records on transport of prisoners, bank escorts, etc.

- i. **Activity log.** Logs documenting daily activities at guard posts.
- j. **Building log.** Monthly log of daily activities within Government buildings. It includes copies of GSA Forms 3189, Activity Log.

Cut off annually, destroy when 2 years old.

46E79. **Vehicle Inspection Report.** GSA Form 3036, Vehicle Inspection Reports, or comparable forms.

Cut off annually, destroy when 1 year old.

46E80-46E82. **Reserved.**

46E83. **FPO deskbooks** (). Looseleaf binders to hold instructions, records, and reports needed as a ready reference for building guards. Description of, and instructions for the records are as follows:

44F50

a. **General information.** Documents providing information not dealt with elsewhere in the deskbook, such as higher echelon directives, assignments, and duty schedules.

b. **Special orders.** Documents providing instructions for situations not covered by directives of higher echelons.

c. **Emergency procedures.** Documents stating procedures to follow and persons to notify in case of emergency.

Destroy when obsolete or superseded.

d. **FPO logs.** GSA Form 1103, Guard Operations Log, or comparable form.

Cut off annually, destroy when 1 year old.

46E84-46E87. **Reserved.**

(NCL-269-83-21)

~~46E88. **FPO preappointment investigations.** Documents created in conducting limited preappointment investigations on Federal Protective Officer (FPO) applicants. The investigations are conducted to determine the applicant's loyalty and fitness for the position.~~

~~a. **Office conducting investigation.** Place in inactive file after separation or transfer, hold 1 year, and retire to FRC. Destroy when 5 years old.~~

~~b. **Other offices:** Hold 2 years and destroy.~~

46E89-46E91. **Reserved.**

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46E92. **Contract employee suitability case files** (). Documents accumulated during security investigations of persons assigned to Government buildings but employed by private concerns that have guards or cleaning contracts with the Federal Government. Included are investigative reports, correspondence, suitability notifies, and related records.

a. **Contract cleaner case files:**

1. *Favorable adjudication:* Destroy immediately after adjudication.
2. *Unfavorable adjudication:* Cut off annually, destroy when 2 years old.

b. **Contract guard case files:** Cut off annually, destroy when 2 years old.

46E93-46E95. **Reserved.**

46E96. **Contract guard records** (~~GRS-3/4a(1)~~). Records dealing with all aspects of FPS. Included is information on guards, firearm, qualifications, training certification, sign-in and sign-out sheets, technical manager and monitor inspections, and related records.

Cut off at the end of the contract, hold 1 year, and retire to FRC. Destroy when 6 years and 3 months old.

46E97-46E100. **Reserved.**

46E101. **Special protection measures** (). Document accumulated covering physical security measures planned and taken to protect VIP's visiting GSA controlled buildings.

Cut off annually after the visit, destroy when 2 years old.

46E102-46E104. **Reserved.**

46E105. **Crime prevention assessments** (). Documents from conducting assessments and inspections to evaluate physical protection services, facilities, equipment, and activities. Included are checklists; assessment forms, and recommendations, reports, corrective and followup actions, and related records.

Destroy when superseded or obsolete.

43E1

46E106-46E109. **Reserved.**

46E110. **Crime prevention program** (). Correspondence forms from the Crime Prevention Unit. Included are questionnaires, pamphlets, bulletins, notices, and related records.

Destroy when obsolete.

46E111-46E112. **Reserved.**

46E113. **Law enforcement agreements** (). Copies of agreements and related records dealing with the relationships between, responsibilities of, and action to be taken by protection officers, groups, and law enforcement officials

44F60

Cut off annually following expiration or termination of the agreement, destroy when 2 years old.

46E114–46E116. **Reserved.**

46E117. **Inspection records.**

- a. Staff inspection, general inspection, spot inspection, special inspection, and guard contracts.

Cut off annually, destroy when 2 years old.

- b. Line inspection, quarterly line inspections, and completed checks lists.

Cut off annually, destroy when 1 year old.

46E118–46E120. **Reserved.**

46E121. **Physical protection agreements** (). Documents accumulated in preparing, negotiating and clearing agreements with other national organizations, including local law enforcement organizations. Included are agreements, clearance actions, and related records.

43E35

- a. **National agreements:** Destroy when superseded or canceled.
- b. **Other agreements:** Destroy when superseded or canceled.

46E122–46E124. **Reserved.**

~~46E125. **Property passes** (GRS 18/13). Documents (collected and retained by FPO) authorizing the removal of items of Government property.~~

~~Destroy 3 months after expiration or revocation.~~