

Colorado Springs School District 11
Records Retention Schedule

SCHEDULE XII
Security – In House Law Enforcement

General Description: Records generally relating to the operation of the District's Security Department or In House Law Enforcement. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **Security Officers' Activity Log:**

Retention: Current year plus 1 year
Format: Original creation or electronic
Location: Security (Office of Record)

2. **Incident File** Including Supporting Documentation:

Retention: Current year plus 3 years after the incident is closed (unless litigation hold is in place)
Format: Paper or electronic
Location: Security (Office of Record)

3. **Security Officers' Training File** (to include but not limited to):

- a. CPR and First Aid Certifications
- b. Weapons Certifications
- c. Security License
- d. Equipment and Uniforms Issuance
- e. Drivers License Copy

Retention: Duration of Employment of Security Officer, then sent to Human Resources
Format: Paper or electronic
Location: Security (Office of Record)

4. **FCC Licenses**

Retention: Until Renewed
Format: Paper
Location: Security (Office of Record)

5. **Internal Operations Monthly Report**

- a. Coordinator Visitation Logs
- b. Coordinator Activity Reports
- c. Investigator Reports
- d. Alarm Tracking Reports
- e. Related Documentation

Retention: Current year plus 3 years
Format: Paper or electronic
Location: Security (Office of Record)

6. **Investigation Files** (separate from incident files)

Retention: Current year plus 7 years after the investigation is closed, then send to Human Resources
Format: Paper or electronic
Location: HR/Personnel File

For non-personnel related investigations, keep as part of the incident file subject to the retention guidelines in #2 above.

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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7. Threat Assessments

Retention: 10 years
Format: Paper or electronic
Location: Security (Office of Record)

8. Annual Security Department Activity Report

Retention: 10 years
Format: Paper or electronic
Location: Security (Office of Record)

9. Building Crisis Plans

Retention: Until Revised
Format: Paper
Location: Security (Office of Record)

10. Inventory of Small Equipment Unique to the Security Department

Retention: Current year plus 3 years
Format: Paper or electronic
Location: Security (Office of Record)

11. Photo ID Badge Log

Retention: current year plus 6 months
Format: Paper or electronic
Location: Security (Office of Record)

12. Electronic Databases

Retention: Until No Longer Useful
Format: Original Creation
Location: Security (Office of Record)

13. Personal Property Inventory

- a. Record of Evidence
- b. Inventory Log

Retention: Current year plus 1 year
Format: Paper or electronic
Location: Security (Office of Record)

14. Video Recordings

Retention: If an incident requires burning a copy, the copy is to be retained for 2 years from date of creation
Format: Original Creation
Location: Individual Building, Security (Office of Record)

15. Evidence

- a. Electronic, Digital, Paper and other Formats
- b. Forensics Findings Documentation

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- c. Chain of Custody
 - d. Related Documentation

Retention: Current year + 7 years after the investigation is closed
Format: Original Creation
Location: Security, Records Management Center (Office of Record)
