

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>FSPS</u></b>	<b><u>FACILITIES SECURITY AND PROTECTIVE SERVICES</u></b>		
REA 3-2	FSPS – 1	Security and Protective Services Correspondence  Correspondence and Reports. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.  a. Building Security	<u>TEMPORARY:</u>  Destroy when 2 years old.	GRS 18, Item 8
	FSPS – 2	Survey and Inspection Government Owned Facilities  Correspondence and Reports. Reports of surveys and inspections of Government owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	<u>TEMPORARY:</u>  Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.	GRS 18, Item 9
	FSPS – 3	Survey and Inspection Privately Owned Facilities  Correspondence and Reports. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	<u>TEMPORARY:</u>  Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.	GRS 18, Item 10
	FSPS – 4	Investigative Files  Correspondence and Reports. Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	<u>TEMPORARY:</u>  Destroy when 2 years old.	GRS 18, Item 11
PRP 5	FSPS – 5	Property Pass Files  Correspondence, Reports and Property pass, authorizing removal of property or materials.	<u>TEMPORARY:</u>  Destroy 3 months after expiration or revocation.	GRS 18, Item 12
	FSPS – 6	Guard Assignments  Correspondence, Reports, Ledger and Change Notices. Requests, analyses and other papers relating to post assignments and strength requirements.	<u>TEMPORARY:</u>  Destroy 3 years after final entry.	GRS 18, Item 13(a), 13(b)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	FSPS – 7	Police Functions  Correspondence, Reports, Arrests, Cars Ticketed, Outside Police Contacts.	<u>TEMPORARY:</u>  Destroy 3 years after final entry.	GRS 18, Item 14(a)
	FSPS – 8	Police Reports  Correspondence and Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.	<u>TEMPORARY:</u>  Destroy when 2 years old.	GRS 18, Item 14(b)
	FSPS – 9	Police External Reports  Correspondence and Reports on contact of outside police with building occupants.	<u>TEMPORARY:</u>  Destroy when 1 year old.	GRS 18, Item 14(c)
	FSPS – 10	Personal Property Accountability  Correspondence, Reports, Ledgers and Keys.	<u>TEMPORARY:</u>  Destroy 3 years after final entry.	GRS 18, Item 15(a)
	FSPS – 11	Key Accountability  Correspondence, Reports and Logs for areas under maximum security.	<u>TEMPORARY:</u>  Destroy 3 years after turn-in of key.	GRS 18, Item 16(a)
	FSPS – 12	Visitor Control Files, Maximum Security Areas  Correspondence, Reports and Logs for areas under maximum security.	<u>TEMPORARY:</u>  Destroy 5 years after final entry or 5 years after date of document as appropriate.	GRS 18, Item 17(a)
	FSPS – 13	Visitor Control Files, Other Areas  Correspondence, Reports and Logs.	<u>TEMPORARY:</u>  Destroy 2 years after final entry or 2 years after date of document as appropriate.	GRS 18, Item 17(b)
	FSPS – 14	Facilities Check  Correspondence, Reports, Data Sheets and Check Sheets, door slip summaries, and guard reports on security violations (except copies in files of agency security offices).	<u>TEMPORARY:</u>  Destroy when 1 year old.	GRS 18, Item 18(a), 18(b)
	FSPS – 15	Guard Service Control  Correspondence, Reports and Test Control center key or code records, emergency call cards, and building record and employee identification cards. Round reports, service reports on interruptions and tests, and punch clock dial sheets. Automatic machine patrol charts and registers of patrol and alarm services.	<u>TEMPORARY:</u>  Destroy when 1 year old.	GRS 18, Item 19(a), 19(b), 19(c)

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	FSPS – 16	Guard Service Control – Arms Distribution  Correspondence, Reports, Change Records and Receipts, Arms distribution sheets.	<u>TEMPORARY:</u>  Destroy when 1 year old.	GRS 18, Item 19(d)
	FSPS – 17	Logs and Registers  Correspondence, Reports, and Logs. Arms distribution sheets, charge records, and receipts. Individual guard post logs of occurrences entered in master logs.	<u>TEMPORARY:</u>  Destroy 2 years after final entry.	GRS 18, Item 20(a), 20(b)