

## **Retention Guidelines for Records Created/Maintained by the Capitol Complex Security Office, Protective Services Division, Department of Public Safety**

As a unit of the Protective Services Division within the Department of Public Safety, the Capitol Complex Security Office is responsible for oversight and management of the Capitol Complex Security System. All major state government buildings located in the Capitol Complex are secured by an electronically controlled door lock/building access system (Cardkey System). The Capitol Complex Security Office is authorized to issue cardkeys; program access levels; track cardkey usage; invoice agencies for cardkey service payment; monitor abnormal cardkey functions; and coordinate activities associated with the installation, maintenance, and repair of the cardkey system.

In addition, six state government buildings in the Capitol Complex are equipped with approximately 192 video surveillance devices operated by the staff of the Capitol Complex Security Office to monitor activities for security reasons.

At the request of the Capitol Complex Security Office, the Government Records Division worked with the staff of the Capitol Complex Security Office to recommend the following retention guidelines for records created/maintained by the Capitol Complex Security Office.

### **A. CardKey System:**

#### **1. Cardkey Access Authorization Forms**

**Disposition: Temporary Record. Retain 6 years after separation of employee or the return of the cardkey because employee no longer has a need for it.**

This series consists of Cardkey Access Authorization Forms completed by state employees to request personal cardkeys for access to their office buildings. Once a cardkey is issued, the employee must sign the form to acknowledge the receipt of the cardkey and forward the original form to the Capitol Complex Security Office. Information on the form includes name and title of employee, department and division, building name, parking location, access level, signatures of employee and agency head, and cardkey number and date of issuance. Information on lost or stolen cardkeys is also noted on the form before a replacement cardkey can be issued. Usually the cardkey is in use until the employee has separated or no longer has a need for it. This series should be retained consistent with the retention of agency copies of state employee personnel files.

## **2. Cardkey System Transaction and Monitoring Records**

**Disposition: Temporary Record. Retain 6 years after the end of the year in which the records were created.**

Known as “Cardkey History Files” to the office staff, these records are data files maintained in an automated record keeping system which receives, stores, processes, and tracks the following activities: basic data about cardkey holders (based on the Cardkey Access Authorization Forms), cardkey usage (transaction) data, cardkey system alarm data, and cardkey system changes. Information is backed up on tapes after three weeks. Since data on the usage of cardkeys may be needed in the case of investigation of criminal activities, this series should be retained for legal reference.

## **3. Capitol Complex Security Problem Files**

**Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.**

This series is composed of electronic communication data sent by Capitol Police officers to radio dispatchers and then to the office staff concerning abnormal cardkey system problems. The office staff will take steps necessary to solve problems and enter the data into the cardkey system problem tracking and reporting database for reference. Information in the database may include date, time, building location, description of problem, equipment involved, staff assigned to solve the problem, status of the problem, contact person, and other related data. To meet office administrative needs and possible audit/compliance review requirements, this series should be retained for three years.

## **4. Cardkey Security System Installation and Maintenance Records**

**Disposition: Temporary Record. Retain until the system is no longer in service.**

This series contains correspondence, memoranda, work orders, and other similar records relating to the design, installation, and maintenance of cardkey access control system devices or equipment. These records should be retained as long as the cardkey system is in use.

## **5. Cardkey Security System Contract Files**

**Disposition: Temporary Record. Retain 6 years after the end of the year in which the contract was expired.**

This series consists of records related to the negotiation, fulfillment, and termination of contracts entered into by the office for cardkey or other similar security systems.

## **6. Monthly Cardkey Security System Service Billings**

**Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.**

These billings are created by the office staff to document the submission of requests for payment from state agencies for cardkey security system services rendered. Information available in the billings includes state agency names, numbers of cardkeys issued, and total costs. Copies of the billings are forwarded to the Comptroller's Office for processing.

## **B. Closed Circuit Television System**

### **1. Closed Circuit Television Surveillance System Routine Recordings**

**Disposition: Temporary Record. Retain 6 months.**

Supported by the VICON Industries, Inc., the Kollector video recording system has about 192 surveillance cameras and reception equipment placed near six buildings in the Capitol Complex to capture and store video recordings of all movements or activities. All recorded data and images are stored electronically in the system for review and possible use by the Capitol Police in the investigation of property damage, security incidents, and other unusual activities. The office staff recommends a retention of six months to meet its reference needs.

### **2. Requests for Video Surveillance Information**

**Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.**

This series consists of Requests for Video Surveillance Information completed by agencies for approval by the Capitol Police (Department of Public Safety) to gain access to certain video recordings. Information on the form includes date, name, agency, number of CDs required, camera identification number, Kollector (camera) address, staff name of Department of Public Safety (DPS) who reviewed the request, DPS staff who approved the request, and comments. After approval, the office staff will download the video recordings on a CD for the requesting agency. Since these requests serve as evidence of chain of custody of specific recordings, the office staff would like to maintain this series for 3 years to meet its reference needs.

### **3. Closed Circuit Television Surveillance System Repair and Maintenance Files**

**Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.**

Electronic communication sent by the Security Systems office staff concerning abnormal video surveillance system problems. The office staff will take steps necessary to solve problems and

enter the data into the office computer for reference. To meet office administrative needs and possible audit/compliance review requirements, this series should be retained for three years.

The State Records Commission approved the records retention guidelines on January 26, 2005, when the office was a part of the Department of Finance. The retention guidelines has been reformatted on August 4, 2009, to reflect the current status of this office in state government structure.

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Edwin C. Bridges, Chairman, by Tracey Berezansky  
State Records Commission

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Date

Receipt acknowledged:

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Major Herman Wright  
Chief, Protection Services Division  
Department of Public Safety

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Date