## STATE OF HAWAII – ACCOUNTING AND GENERAL SERVICES, ARCHIVES DIVISION SECURITY AND PROTECTIVE SERVICES RECORDS GENERAL RECORDS SCHEDULE NO. 9, 2020

Item Description of Records	Location	Retention and Disposition
9.1 Security Logs	Operating Department	Retention: 2 years
Logs that record information such as periodic facility checks, notations of incidents, and guard assignments.	·	Disposition: Destroy after cited retention.
9.2 Entry / Exit Logs	Operating Department	
a. Facilities		Retention: 6 years from date.
Records documenting the entry and exit of staff, contractors, volunteers, and visitors to agency facilities (including secure areas) where not covered by a more specific records series. Includes, but is not limited to:  • Keycard transaction logs;  • Secure area logs (such as safe logs);  • Visitor books/logs;  • Reports on automobiles and passengers.		Disposition: Destroy after cited retention.
b. Facilities (COVID-19 Checks/Logs)		Retention: Non-permanent
Records documenting COVID-19-related checks/logs of staff and visitors to agency facilities, such as:  • Wellness/temperature checks;  • Contact details captured solely for tracing purposes;  • Records relating to contact tracing by the agency.		Disposition: Destroy when no longer needed for agency business.
Updated by Comptroller through SA-1 dated 12/2/2020		

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Item Description of Records	Location	Retention and Disposition
9.3 Security Incident / Violation Reports	Operating Department	
a. Reports from security personnel on routine incidents that do not result in further investigation by agency personnel and / or police.	Department	Retention: 2 years from date.
		Disposition: Destroy after cited retention.
<ul> <li>b. Records documenting security incidents, data/privacy breaches, responses, and investigations relating to agency facilities, vehicles, equipment, supplies, information, etc.</li> <li>Includes, but is not limited to:</li> <li>Incident documentation (such as security recordings, alarm logs / reports, entry / exit logs, incident reports, witness statements, etc.);</li> <li>Notification documentation;</li> <li>Reports to law enforcement agencies, agency management, regulating authority, etc.;</li> <li>Records documenting services provided by outside vendors (such as notifications, credit monitoring, call center reports/logs/notes, etc.);</li> <li>Records documenting corrective action taken;</li> <li>Records documenting decision not to proceed with investigation / notification;</li> <li>Related correspondence / communications.</li> </ul>		Retention: 6 years from date or when case involving use of these records has been adjudicated and all appeals have been completed.  Disposition: Destroy after cited retention.
Updated by Comptroller through SA-1 dated 12/2/2020		
<ul> <li>9.4 Authorization – Building / Facility Access</li> <li>Records documenting the authorization of access for employees (including contractors and volunteers) to agency buildings and facilities. Includes, but is not limited to: <ul> <li>Requests and approvals for access and permissions;</li> <li>Assignment of security identification badges, building/card keys, access codes, parking permits, photographs, agency permit to operate motor vehicles, property, dining room and visitor passes, etc.</li> </ul> </li> <li>Updated by Comptroller through SA-1 dated 12/2/2020</li> </ul>	Operating Department	Retention: 6 years after termination of access.  Disposition: Destroy after cited retention.

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Item Description of Records	Location	Retention and Disposition
9.5 Key Accountability Files	Operating	Retention: 3 years after
Files relating to accountability for keys issued.	Department	keys are returned to issuing
a. For areas under maximum security.		office.
		Disposition: Destroy after cited retention.
b. For other areas.		Retention: 6 months after keys are returned to issuing office.
Updated by Comptroller through SA-1 dated 12/2/2020		Disposition: Destroy after cited retention.
9.6 Audio / Visual recordings (digital or analog)	Operating	Retention: 30 days after
Routine security monitoring of the agency's infrastructure, buildings, vehicles, equipment, etc.	Department	date record created or until determined that no security incident has occurred, whichever is sooner.
Added by Comptroller through SA-1 dated 12/2/2020		Disposition: Destroy after cited retention.