

**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
<p>9.3 Security Incident / Violation Reports</p> <p>a. Reports from security personnel on routine incidents that do not result in further investigation by agency personnel and / or police.</p> <p>b. Records documenting security incidents, data/privacy breaches, responses, and investigations relating to agency facilities, vehicles, equipment, supplies, information, etc. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Incident documentation (such as security recordings, alarm logs / reports, entry / exit logs, incident reports, witness statements, etc.); • Notification documentation; • Reports to law enforcement agencies, agency management, regulating authority, etc.; • Records documenting services provided by outside vendors (such as notifications, credit monitoring, call center reports/logs/notes, etc.); • Records documenting corrective action taken; • Records documenting decision not to proceed with investigation / notification; • Related correspondence / communications. <p>Updated by Comptroller through SA-1 dated 12/2/2020</p>	<p>Operating Department</p>	<p>Retention: 2 years from date.</p> <p>Disposition: Destroy after cited retention.</p> <p>Retention: 6 years from date or when case involving use of these records has been adjudicated and all appeals have been completed.</p> <p>Disposition: Destroy after cited retention.</p>
<p>9.4 Authorization – Building / Facility Access</p> <p>Records documenting the authorization of access for employees (including contractors and volunteers) to agency buildings and facilities. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests and approvals for access and permissions; • 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. <p>Updated by Comptroller through SA-1 dated 12/2/2020</p>	<p>Operating Department</p>	<p>Retention: 6 years after termination of access.</p> <p>Disposition: Destroy after cited retention.</p>

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