



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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**Series**  
**Authorization No:** 10551560      **Agency:** AGO      **Division:** AGOW      **Section:**      **Revision:** 0

**Agency Series No.:** OW-AGO-18      **Record Series Title:** Security Video and Logs

**Record Series Description:** Security Video and Logs are used to maintain security of AGO facilities as well as assist in any investigative action that may need to be conducted. The security video system captures movement in certain areas of the AGO facilities per floor, door, and/or area. The running date, time, and locations are logged in the video system. Screen shots can be grabbed from the video. Files may include, but are not limited to, video, screen captured photos from video, and transaction logs from the video system.

**Agency Web Link:**

**Confidential Description**       **Vital Description**

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Security video in certain areas of AGO operations may be restricted by various portions of the ORC.      Video could capture date, time, and location in the event an AGO facility is evacuated and no AG employees are in the office or to document the occurrence of a disaster/incident in the office that will disrupt normal business operations.

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Video automatically overwritten after a minimum of 21 days.	Any video needed for investigations will be copied from the system and retained according to the appropriate retention schedule for the investigation or case that it pertains to.	Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 1/26/2015
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 1/26/2015
<b>Approved</b>	Bunnie Jones, Record Administrator	<b>Date:</b> 2/5/2015
<b>Approved</b>	Fred Previts, State Archivist	<b>Date:</b> 2/6/2015
<b>Approved</b>	Martin Meeks, State Auditor	<b>Date:</b> 2/6/2015

**Notes:**

Note Date	Note Description	User
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