

## 8.01.3 - Central Minnesota Emergency Services Board Standards, Protocols, Procedures

Document Section:	<b>8 – Miscellaneous Standards</b>	Status: Approved – CM Logger Committee 6/9/2017
Sub-Section:	<b>CM 8.01.3</b>	
Procedure Title:	<b>CM Logger Retention/Data Practices</b>	
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### 1. Purpose or Objective:

The purpose of this standard is to establish the procedure for setting Regional Logger retention and identify how an entity can adjust that retention. Handling Minnesota Data Practices requests will also be addressed in this standard. Reporting of logged resources to the Minnesota Historical Society will also be addressed.

### 2. Technical Background

#### ▪ **Capabilities**

The Regional Logger is capable of retaining data for specified times.

#### ▪ **Constraints**

The data retained by the Regional Logger equipment is dependent upon operational need and the storage limitations.

### 3. Operational Context

N/A

### 4. Recommended Protocol / Standard

- An agency that desires to join the Regional Logger must complete a contract with the LCA.
- See Appendix A
- A retention shall be determined for the shared resources. It is a best practice to have a uniform retention set for regional resources; however, each Agency can determine their retention for their agency resources.

### 5. Recommended Procedure

The Regional Logger Committee shall adopt the “General Schedule” for records retention and disposal from the Minnesota State Archives of the Minnesota Historical Society. The Committee shall have a shared list of logged resources determined by the governing body.

## 6. Management

The Regional Logger Committee will identify any changes to this standard. The Regional Logger Committee would determine the resources logged and the cost.