



**Iowa Statewide Interoperable Communications System (ISICS)
Standards, Protocols, Procedures**

ISICS Standard: Record Keeping Requirements	Standard #:	4.4.0
	Date Adopted:	07/12/2018
	Date Reviewed:	03/2/2026
	Version:	V1.1

1. Purpose or Objective

The purpose of this standard is to define the record keeping requirements of the ISICS system.

2. Technical Background

• **Capabilities**

Proper record keeping will facilitate the maintenance and support of the system.

• **Constraints**

System records are subject to audits.

3. Operational Context

The following records shall be maintained by the system administrators and subsystem administrators. They shall also be kept readily available for support-staff responsible for managing and maintaining the system and subsystem:

- System standards manual
- System documentation & technical procedure manuals
- Current system and equipment as built documentation, as defined in ISICSB Standard 4.6.0-System Maintenance: Programming and Qualifications
- Agency specific policy and procedure manuals
- Equipment manuals
- Contact information, as defined in ISICSB Standard 4.5.0-Contact Information Procedures

- Preventative maintenance logs, as defined in ISICSB Standard 4.3.0-Preventative Maintenance
- A common system event log containing issues, status, resolution, and involved equipment
- FCC required station logs and FAA required tower light logs
- System fleetmap configuration

The specifics of the documentation kept by supporting agencies are at the individual agency's discretion.

4. Recommended Protocol/Standard

N/A

5. Recommended Procedure

Materials identified under Section 3 of this standard: Operational Context. shall be made available to support staff and anyone else who needs access to it. The individual Sub-System Administrators will ensure that document materials are current.

Sub-System Administrators will be responsible for running system performance reports relative to problems or issues that need resolution and save the reports until the issue is clearly resolved.

The Statewide System Administrator will be responsible for archiving and storing common information shared between Sub-System Administrators from a client workstation at Zone Controllers within the region. This information will be stored at both onsite and offsite locations.

6. Management

System Administrators and supporting agencies are responsible for managing the record keeping.