



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

Standard Name:	<b>Record Keeping Requirements</b>		Date Created:	<b>11-08-2017</b>	
Standard Policy #	<b>4.4.0</b>	Section Title:	<b>Maintenance</b>	Status	<b>APPROVED</b>
Approval Authority:	<b>ISICSB</b>		Adopted:	<b>7/12/18</b>	Reviewed: 7/12/18

**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 agencies responsible for supporting the system. 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 State Standard 4.6.0
- Agency specific policy and procedure manuals
- Equipment manuals
- Contact information, as defined in State Standard 4.4.0
- Preventative maintenance logs, as defined in State Standard 4.2.0
- A common system event log containing issues, status, resolution, and involved equipment
- FCC required station logs and FAA required tower light logs

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- 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 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.