State of Michigan
Administrative Guide to State Government

0250.08 Facility Security Records

Issued: May 2, 2018
Revised: April 25, 2026
Next Review Date: April 25, 2027

PURPOSE

To request facility security records.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Cybersecurity & Infrastructure Protection (CIP)
Office of Infrastructure Protection (OIP)

Telephone: 517-335-6735

SUMMARY

Requests for facility security records must be made by court order, a law enforcement officer, or a State of Michigan (SOM) Department's Human Resources Director or their designee to the DTMB Office of Infrastructure Protection (OIP), utilizing form DTMB-0623 Security Record Request.

Facility security records requests, outside of those listed above, should be made via a formal Freedom of Information Act (FOIA) request.

Facility Security Records include:

- Access Control System Records and Reports
  - For Individuals
  - For Specific Access Points
- Facility Visitor Logs
- Security Incident Reports
- Vehicle Gate Access Logs
- Video Surveillance Footage

An hourly charge will be assessed for requests requiring the upload of archival data for the card access system.

APPLICABLE FORMS

DTMB-0623 Security Record Request

REFERENCES

Administrative Guide 2410.01 Freedom of Information Act (FOIA)

PROCEDURES

Court, Law Enforcement, State Department's Human Resources Director or designee

1. Submit a DTMB-0623 Security Record Request to DTMB-Security@michigan.gov.
2. Approve cost estimate for service when necessary.

Freedom of Information Act (FOIA) Requests

1. Follow procedures outlined in Administrative Guide 2410.01 Freedom of Information Act (FOIA).

DTMB Security Program Coordinator

1. Review DTMB-0623 Security Record Request.
2. Return incomplete/improper requests for clarification.
    a. Requests not submitted under the conditions set forth in the policy will be returned with instructions on how to properly request Facility Security Records.
3. If a SOM manager, supervisor or employee is requesting records, contact appropriate Department's Human Resources Director regarding the request.
4. Provide cost estimate for retrieving security records when necessary.
5. Compile and forward requested records to the requestor, including a copy of the completed DTMB-0623.
6. File completed DTMB-0623 Security Record Request and any other documentation.

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