

0250.08 Facility Security Records

Issued: May 2, 2018
Revised:

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)

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SUMMARY

Requests for facility security records must be made by court order, from a law enforcement officer or a state of Michigan (SOM) Department's Human Resources Director or their designee, or via a formal Freedom of Information Act (FOIA) request from DTMB, Office of Infrastructure Protection (OIP) utilizing form [DTMB-0623 Security Record Request](#).

Facility Security Records include:

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

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.

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. Compile and forward requested records to the requestor, including a copy of the completed DTMB-0623.
5. File completed DTMB-0623 Security Record Request and any other documentation.
