Facilities

Program	Record Title	Description	Retention	Classification	Comments	Schedule #
Facilities Management	Facility security records	These records include security and access documentation for county buildings managed by Facilities Management. They include key or code records issued to employees, emergency call cards, building records, and other security related records.	Retain until superseded or obsolete then destroy.	Exempt UCA 63G-2-106	Approved by GRAMPA 11/18/2010.	FA-001