Number:	BD-001	**Title**	Record Access & Security
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Purpose:
This procedure provides guidelines for access and security of architectural drawings and specifications of Palm Beach County School District facilities.

Scope:
This procedure pertains to the paper, scanned images, and compact disks of drawings and specifications maintained by District's Building Code Services.

Procedure:
1. Computer Records Access
   a. Control Access to the "Inspector" database by a User Access List (UAL), which limits the type of transactions that an individual can make. The System Administrator monitors the UAL hierarchy.
   b. All requests for higher levels of access relate to the individual's job requirements and granted on the individual's job duties.
   c. Read only capability is available through the District's internet WEB site.
2. Access to paper copies and scanned images of building plans is in accordance with the July 24, 2006, Memorandum from the Office of the Chief Counsel to the School Board, "Requests to Inspect Building Plans."
3. A receptionist controls access to the building housing hard copies of building plans.
   a. Individuals must sign in at that point to proceed to Building Code Services.
   b. Once in Building Code Services question the individual on the nature of the visit.
   c. If they want to review plans, their company must have a signed Confidentiality Agreement on file; in addition, each individual must sign the plan review log. The Confidentially Agreement is valid for 3 years.
   d. All doors to the building remain locked seven days a week, 24 hours a day; personnel working in the building have card access.
4. Scan all permitted construction plans, as well as as-built or record plans into a digitized imaging system as backup.
5. Record copies of building plans and other related documents are retained for life of the structure in accordance with the District's Records Retention Schedule GS1-SL Item #216.
   a. Paper copies of scanned computerized records are considered duplicates and destroyed when storage space is limited.