

Cache Mosquito Abatement District Surveillance Video Retention Policy

Effective Date: 25 June 2026

Approved By: Board of Trustees

Board Approval Date: 25 June 2026

Last Revised: _____

1. Purpose

The purpose of this policy is to establish standards for the retention, management, and disposal of surveillance video recordings maintained by the Cache Mosquito Abatement District (“District”) for security, operational, and administrative purposes, in compliance with applicable Utah State Archives retention schedules and state law.

2. Scope

This policy applies to all surveillance video systems owned, operated, or maintained by the District, including any recordings created at District facilities, offices, storage areas, or operational sites.

3. Policy Statement

The District retains surveillance video recordings for routine security and operational purposes in accordance with the Utah State Archives General Retention Schedule for surveillance recordings (GRS-2021).

Routine (non-incident) surveillance footage shall be retained for up to **fourteen (14) calendar days**, after which it will be automatically deleted or overwritten as part of normal system operations.

The District recognizes that surveillance recordings are administrative records and shall only retain such records for as long as they have operational value.

4. Routine Retention Standards

Routine surveillance recordings shall be maintained according to the following standards:

- **Retention Period:** Up to 14 calendar days
- **Retention Method:** Automatic overwrite or deletion
- **Primary Purpose:** Security monitoring, facility protection, employee safety, and operational review

5. Exception Retention Requirements

Surveillance recordings may be retained beyond the routine retention period if they are identified as relevant to any of the following:

- Incident reports
- Complaints
- Internal or external investigations
- Public records requests

- Insurance claims
- Pending or anticipated litigation
- Law enforcement requests

In such cases, the recording shall be preserved under a documented retention exception and maintained until the matter is fully resolved, including completion of any related legal, administrative, or investigative proceedings.

Upon resolution, the recording shall be destroyed in accordance with applicable state retention requirements.

6. Access and Security

Access to surveillance recordings shall be restricted to the District Manager or district board, and any other individuals authorized by law.

The District shall maintain reasonable safeguards to prevent unauthorized access, copying, disclosure, alteration, or destruction of surveillance recordings.

7. Documentation of Exceptions

For any recording retained beyond the standard retention period, the District shall document:

- The reason for extended retention
- The date the exception was initiated
- The person authorizing the retention
- The final disposition date

8. Compliance

The District shall administer this policy in compliance with:

- Utah State Archives General Retention Schedule (GRS-2021)
- Utah Government Records Access and Management Act (GRAMA)
- Any other applicable federal, state, or local laws

9. Review and Amendments

This policy shall be reviewed periodically by the Board of Trustees and may be amended as necessary to maintain compliance with legal requirements and District operational needs.

Adopted by the Cache Mosquito Abatement District Board of Trustees

Board Chair Signature: /s/ Paul James, Vice-Chair

Date: 25 June 2026