Allied Radio Matrix for Emergency Response (ARMER)
Standards, Protocols, Procedures

Document Section 4	**Maintenance**	**Status:** Complete
State Standard Number	**4.3.0**	
Standard Title	**Recordkeeping Requirements**	
Date Established	**2/20/2001**	**SECB Approval**: 9/1/2005
Replaces Document Dated		
Date Revised	**5/10/2005**	

1. Purpose or Objective

The purpose of this standard is to define the recordkeeping requirements of the ARMER system.

2. Technical Background

▪ **Capabilities**

Proper recordkeeping will facilitate the maintenance and support of the system.

▪ **Constraints**

System records are subject to audits as defined in Section 7, "Compliance and Conflict Resolution."

3. Operational Context

The following records shall be maintained by the agencies responsible for supporting the system. They shall also be kept readily available for support staff responsible for managing and maintaining the system and subsystem:

- System standards manual
- System documentation and technical procedure manuals
- Current system and equipment as built documentation, as defined in State Standard 4.6.0, "Equipment Configuration Info."
- Agency specific policy and procedure manuals
- Equipment manuals
- Contact information, as defined in State Standard 4.4.0, "Contact Information Procedures."
- Spare equipment information, as defined in State Standard 4.5.0, "Spare Parts and Equipment."
- Preventative maintenance logs, as defined in State Standard 4.2.0, "Preventive Maintenance."
- A common system event log containing issues, status, resolution, and involved equipment
- Federal Communications Commission (FCC) required station logs and Federal Aviation Administration (FAA) required tower light logs

- System fleetmap configuration

The specifics of the documentation kept by supporting agencies are at the individual agency's discretion.

4. Recommended Protocol/Standard

N/A

5. Recommended Procedure

Materials identified under Operational Context shall be made available to the support staff and anyone else who needs access to it. The individual local System Administrators will ensure that document materials are current.

Local System Administrators will be responsible for running system performance reports relative to problems or issues that need resolution and save the reports until the issue is clearly resolved.

The Statewide System Administrator will be responsible for archiving and storing common information shared between System Administrators from a client workstation at Zone Controllers within the region. This information will be stored at both onsite and offsite locations.

6. Management

System Administrators and supporting agencies are responsible for managing the record keeping.