


REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES	
	No. A-04.10
Subject: Compliance Documentation Policy	Effective Date Inactive: 06/12/13 11/23/10

1.0 Purpose

- 1.1. The purpose of this policy is to establish guidelines for retaining documentation related to RWC policy compliance and operations.

2.0 Owner

- 2.1. Regional Wireless Cooperative (RWC).

3.0 Applies To

- 3.1. RWC member agencies

4.0 Background

- 4.1. The RWC contains sensitive and vital information relative to law enforcement, fire services, and other public safety and public service related activities. Accordingly, a series of policies have been developed and adopted that frame how operational activities relative to RWC should be conducted.

5.0 Policy Statement

- 5.1 The RWC shall establish guidelines that ensure that all pertinent RWC documents are properly maintained, completed, authorized and retained, as appropriate.

6.0 Supporting Rules

- 6.1. A repository will be established for RWC documents. The repository will hold documents and materials as required by RWC Policies and Procedures as determined by the RWC Executive Director.

7.0 Responsibilities

- 7.1. The RWC Executive Director is responsible for the oversight of the RWC repository assignments.
- 7.2. The following table shows Responsibility Assignments for various categories of RWC administration, operations and maintenance.

RWC Documentation Categories	Responsibility Assignment
Membership Requests <ul style="list-style-type: none"> - Assessment documentation - Recommendations 	RWC Executive Director
Accounting Data <ul style="list-style-type: none"> - Fees - Charges - Expenditures 	RWC Executive Director
Approved Policies <ul style="list-style-type: none"> - Waivers or Exception - Change Requests - Violation Reports 	RWC Executive Director
Approved Procedures <ul style="list-style-type: none"> - Waivers or Exception - Change Requests 	RWC Executive Director
Violation Reports	
Intergovernmental Agreements and Membership Agreements	RWC Executive Director
Intergovernmental Agreements for Site Sharing	RWC Executive Director
Regulatory Documentation <ul style="list-style-type: none"> - FCC Licenses 	Wireless Services Manager
Software <ul style="list-style-type: none"> - License Data - Patch Documentation - Update Documentation - Database Backup Information 	Operations Manager
Security <ul style="list-style-type: none"> - Security Group Assignments - Electronic Access Audit Report - Password Audit Report - Software Patches - Threat, Virus, Intrusion Reports 	Operations Manager
Infrastructure Programming <ul style="list-style-type: none"> - Software Updates - Configuration Data - ID Assignments - Change Requests and Approval 	Operations Manager
Talkgroup Plans <ul style="list-style-type: none"> - Ownership Assignments - Roaming Authorizations - Encryption Authorizations - Change Requests and Approvals 	Operations Manager
Templates <ul style="list-style-type: none"> - Parameter Settings - Change Requests and Approvals 	Wireless Services Manager

Emergency Response Documentation	RWC Executive Director
Performance Reports <ul style="list-style-type: none"> - Availability - Reliability - Loading 	Operations Manager
Maintenance Reports <ul style="list-style-type: none"> - Incident Reports - SAP Report 	Wireless Services Manager
Maintenance Reports <ul style="list-style-type: none"> - Case Documentation - Notifications and approvals 	Operations Manager
Encryption Documentation <ul style="list-style-type: none"> - Key Owners - Assignment Authorizations - Change Requests 	Encryption Services Manager
Manufacturers Data <ul style="list-style-type: none"> - Maintenance Manuals - Operator Manuals - Release Notes 	Operations Manager and Wireless Services Manager

8.0 Conditions for Exemption or Waiver

8.1. None.

9.0 Applicable Policies and/or Procedures

9.1. As listed at www.rwc az.org.