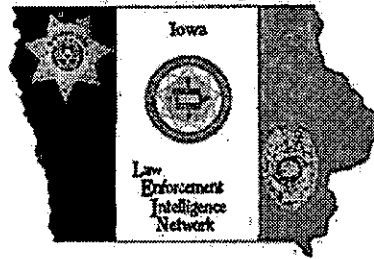


## L.E.I.N. Region 1



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06/17/16

### INFORMATION SHARING OFFICE

Due to cuts in the State Homeland Security Grant Program, the State of Iowa will no longer be providing Intelligence and Information Sharing grant funds to the six regional offices in Iowa. Woodbury County's Homeland Security Department is one of the six affected offices and will close as of July 6<sup>th</sup>, 2014.

The purpose of this communication is to provide information and propose storage and disposition of documents, equipment, and supplies maintained within the Woodbury County Homeland Security Office.

**Record Retention Requirements:** All grant documents must be maintained for five years past the date that FEMA closes the entire award to the State of Iowa. This period is consistent with Iowa Code must be compliant with the *Code of Federal Regulations* 44 Chapter 1 13.42.

The chart below lists the retention period for the grants that have funded the Woodbury County Homeland Security Office (GY2011 and 2012 have not been provided as of yet). A binder for each grant will be prepared and left with the deputy auditor when the office funding ends on July 6, 2014.

Grant Year	Federal Closure Date	Retain records through the end of the month:
2005	March 2010	March 2015
2006	February 2011	February 2016
2007	December 2012	December 2017
2008	February 2013	February 2018
2009	October 2014 (Projected)	October 2019 (Projected)
2010	October 2014 (Projected)	October 2019 (Projected)

**Equipment Inventory and Disposition:** An equipment inventory list must be prepared and maintained to satisfy federal requirements identified in the Code of Federal Regulations 44 Chapter 1 13.32. The same regulation outlines specific requirements toward use, management, disposition, and rights to transfer title. Disposition of equipment with fair market value over \$5,000.00 must have HSEMD's pre-approval.

Property or inventory records must be maintained and include the following:

- Serial numbers or other identifying numbers
- The source of the property (HSGP)
- The title holder and/or whomever maintains physical possession of the property
- Acquisition date of each item

- Dollar cost of the item
- The percentage of federal funding used in the purchase
- The physical location of the item
- Its condition (new, operational, under repair, etc)

**The following is proposed to Woodbury County for Equipment Inventory and Disposition:**

1. In compliance with these regulations, a master sheet of equipment has been prepared that includes documentation for each of the bulleted points above. Each binder for the individual grants will also include a page that lists all of the equipment and disposition of the equipment purchased under said grant.
2. During the retention period, equipment must be inventoried bi-yearly.
3. Ownership of all equipment that is assigned to outside agencies will be given to the agency that is currently housing the equipment. Ownership will be on file with the equipment master list. Ownership transfer of equipment with a fair market value at \$5,000.00 and above will be approved through IA HSEMD.
4. All remaining equipment and supplies that is in the Homeland Security Office will be transferred to the Woodbury County Sheriff's Office.

**Intel Sharing Exercise:** It is proposed that the Woodbury County Homeland Security Planner be allowed to use the After Action Report (AAR) from the 2013 Intelligence Sharing Exercise as a resource to present findings to interested parties after her employment terminates. Woodbury County maintains the rights to the AAR. The exercise yielded positive feedback about the information sharing system in Iowa and can be a benefit to other agencies in learning best practices.

**Future of Information Sharing:** Local law enforcement agencies from the 16 counties in LEIN Region 1 and the tri-state area have found a great asset in Woodbury County's IA LEIN Region 1 Information Sharing Office (LEIN RISO1). LEIN RISO1 has purchased over 140 equipment items housed throughout the region, funded training for hundreds of officers, and shared thousands of informational, intelligence, and officer safety bulletins. The State of Iowa Department of Public Safety is seeking to develop a uniform and sustainable strategy for information sharing to replace the six regional offices that are affected by the funding cuts.

**Certification:** Signature of the proposal certifies that all parties have read and agree to the terms.

**Woodbury County Homeland Security**



Michelle Skaff  
Planner/Analyst

6/17/14

Date

**Woodbury County Board of Supervisors**



George Boykin  
Chairperson

6-17-14

Date