



DATE: July 10, 2012

TO: Executives and Directors
LAUSD Administrative Headquarters

FROM: Morlin Asset Management - Facilities Services

RE: **Policy for Requesting Security Access Data
At LAUSD Administrative Headquarters**

The District's security access and parking systems for LAUSD Administrative Headquarters record the photo ID card scans at each reader. This information identifies the individual and the time of day that the scan was made. The information recorded at these scans is maintained in a computer database and is available for retrieval.

Generally, the information available for an individual staff member includes the date and time the person scanned his or her access card at a Headquarters card reader – both entering and exiting. This information is available for scans occurring at the following readers:

1. Garages – including B1, B2, Visconti, Roybal and World Trade Center
2. First floor entrance/exit turnstiles
3. Elevator card readers when activated after hours
4. Upper floor lobby doors when activated after hours
5. Secured access doors on certain floors

Should any of this information be needed for any purpose, the request should originate from a department director and should be made in writing and in confidence to an Executive Cabinet Member.

Please use the attached *Access Data Request Form* and complete all requested information. Upon obtaining the written approval of one of the above Executive Cabinet members, submit the completed original form to the Deputy Director of Leasing and Space Utilization, Eileen Ma, on the 23rd Floor. Morlin Asset Management will then run the report from the database. Please allow 5 business days for completion once the request has been approved.

Thank you for your cooperation.

LAUSD Administrative Headquarters
ACCESS DATA REQUEST FORM
CONFIDENTIAL

DATE OF REQUEST: _____ Phone: _____

REQUESTED BY: _____

DEPARTMENT: _____

NAME OF INDIVIDUAL TO BE RESEARCHED _____

EMPLOYEE NUMBER: _____

TIME PERIOD REQUESTED: FROM: _____ TO: _____

DATA IS REQUESTED FROM THE CHECKED CARD READERS:

GARAGE (name): MAIN LOBBY TURNSTILES: ☐

AFTER HOUR ELEVATOR READERS: ☐ UPPER FLOOR LOBBY DOORS: ☐ FLOOR #:

SECURED ACCESS DOORS (include floor and specific location): _____

OTHER (describe reader locations): _____

REASON FOR THE REQUEST:

DEPARTMENT AUTHORIZED SIGNATURE: _____

PHONE: _____ NAME: _____

EXECUTIVE CABINET MEMBER APPROVAL:

SIGNATURE: _____

NAME: _____ DATE: _____

Submit the completed form to the Parking & Access Administrator, Vera Gutierrez, at vera.gutierrez@lausd.net.

333 S. Beaudry Avenue, 2nd Floor, Los Angeles, CA 90017
Phone (213) 241-1320 Fax (213) 241-8921