

## SECURITY CHECK LIST

### ARCHIVES DIVISION:

#### Microfilm Reading Room:

- Turn off microfilm readers and printers
- Lock microfilm cabinets
- Turn off lights
- Leave surge protectors in "ON" position

#### Research Room:

- Turn lights off
- Lock doors

#### Staff Work Areas (Research Room):

- Leave surge protector s in "ON" position

#### TURN OFF:

- PCs/printers
- Typewriters
- Calculators
- Copy machine
- Lights

#### Division Director's Office:

- Leave surge protectors in "ON" position

#### TURN OFF:

- Typewriter
- Microfilm reader
- PC/printer
- Lights
- Lock door

#### Archivist / State Historians Offices:

- Leave surge protectors in "ON" position

#### TURN OFF:

- PCs / printers
- Radios
- Lights
- Secure doors

#### Archives Vault:

#### TURN OFF:

- Lights

### RECORDS MANAGEMENT DIVISION

#### Electronic Records:

#### TURN OFF:

- Microfilm equipment
- PCs/printer
- Typewriter
- Radios
- Lights
- Secure doors to vault and entrance to area

Analysts' Offices:

- TURN OFF:
- PCs/printers
  - Radios
  - Lights

Santa Fe Records Center

- Secure all storage areas
- Turn off lights
- Close fire doors
- Secure door leading into office area
- Leave surge protectors in "ON" position
- Close door leading into hallway

- TURN OFF:
- PCs/printers
  - Typewriters
  - Radios

ADMINISTRATIVE LAW DIVISION:

- Leave surge protectors in "ON" position

- TURN OFF:
- PCs / printers
  - Typewriters
  - Radios
  - Lights
  - Secure Doors

ADMINISTRATIVE SERVICES DIVISION

Fiscal/Business Office:

- Lock file cabinet
- Leave surge protectors in "ON" position

- TURN OFF:
- Typewriter
  - PC / Printer
  - Calculator
  - Radio
  - Lights
  - Secure door

Systems Analyst Office:

- Leave surge protectors in "ON" position
- Turn computer system off as per written directions

TURN OFF:

- Lights
- PC/printer
- Secure doors

Human Resource Office:

- Leave surge protectors in "ON" position
- Lock file cabinet

TURN OFF:

- PC/printer
- Calculator
- Lights
- Lock door

Administrative Assistant's Work Area:

- Leave surge protectors in "ON" position

TURN OFF:

- PC
- Radio
- Printers

Deputy Director's Office:

- Leave surge protector in "ON" position

TURN OFF:

- PC/printer
- Lights (office)
- Lights (outer Adm. Area)
- Lock office
- Close door to hallway

Administrator's Office:

- Leave surge protectors in "ON" position

TURN OFF:

- PC/printer
- Lights
- Lock door

ALBUQUERQUE RECORDS CENTER

- Secure bay doors
- Secure rear exit
- Leave surge protector in "ON" position
- Check thermostat setting for Heating/Air Conditioning unit

TURN OFF:

PCs/printer

Typewriters

Copy machine

Radio

Lights

Close and secure office doors

Set Alarm