M&M Micro Systems, Inc.

iSOMS

Audit Log
Retention Policy Limits

Overview: iSoms makes several types of audit logs. This document will cover the four types of logs and their use and auto purge/delete policy. These will reflect our default retention period for the logs. If your agency, state requires the default logs to be kept longer you can refer to the Agency - Remove Older Audit Logs document on how to configure to extend those dates.

If you are a **hosted** client on the ISOMS Cloud server your monthly cost will be increased for the additional storge of the Live Data, Snapshots of the Database, Snapshots of the VM's and actual independent database backup files.

By default, we are running this cleaning process once a day.

Audit_Report – By far the largest record audit table as it stores all lookups, reports that were ran, interfaces that were processed (Jail, Commissary, NCIC etc.) Not the actual record just an audit that something was exported to Finger Print or Phone Company or Vine. We are storing not only the date/time but a large comment of what was done. So, if you do a query in Incidents for reports from 01/01/2023 to 01/15/2023 for Street Main in City of Maryville with Narrative Keyword Beer. We store all of that so an auditor could see how that user did the lookup. We do not believe any of these audits are useful past this time because if an issue with an interface/export was occurring, it would still be occurring right now and those audits could be reviewed.

Types of Audit Reports removed **7+ days old**

Any interface processed record. Export Inmates for Vine® or Phone Vendor, Commissary

Any interface for ANI/ALI (cad)

Types of Audit Reports removed **31+ days old**

Reports users have run (these are audits that on this date/time Martin ran this report with these filters)

System_Interface_Requests – This tracks all interfaces that were requests. Export to ESO Fire, Text IamReponding, Send Incident Report to TN State Replicator, Export all Inmates to Vine, Import-MSAG. Any interface we have writing that is needing to process automatically. This is really a work table for us, and our default will be 30 days, as we only need to keep it to verify those interfaces actually ran.

Any Processed Interface request will be removed 30+ **days old**

Audit_Report – 2nd Pass

Any audit log in this table older than 720 days. Our max is currently 720 Days (2 years)

Audit Login - As the name suggests it logs all the attempts and successful logins to iSoms. Our default is 366 days. The Max is 720 days (2 years). By default, we will remove any login record older than 366 days

Cad_AniAli – This all the ani/ali text files and parsed data that "could" but used on Complaint Cards. Our default is 90 days. It is different than the Interface of processing Ani/Ali inbound audits. These are snapshots of the actual PSAP s