

is restricted by law. Access is limited to the following:

- Individuals responsible for the operation or administration of the System.
- Individuals who have a legitimate need to access the information for one (1) of the purposes listed in the "Use of Information Collected" section of this policy.
- If required by North Carolina or Federal law, a copy of the record may be provided. "Access" means that Union County Transportation staff may provide a summary of the information collected.

Chain of Custody: To the extent permitted by law, a chain of custody request form, which is attached here to as Appendix Z must be fully completed and signed by anyone requesting access to a System record.

Records will only be provided to parties who are granted access under applicable North Carolina and/or Federal Law.

Records Management

Recorded video/audio data is stored on the vehicle's DVR hard drive. Hard drives are 1 TB and will record continuously for 35 days or approximately 283 total hours under normal operating periods [the total hours are based upon the default setting as follows: D1 High Resolution; 4 cameras; an 8 hour day]. When the hard drive reaches capacity, the System will begin recording over the oldest recordings, thus destroying those records.

The transit system will save relevant recordings to a computer or server with sufficient capacity to manage the data. (Refer to Appendix AA and BB)

Section 6: UC Board Approval

Approved by Union County Board of County Commissioners May 5, 2025-

Accountable Executive (Signature): _____

Date: _____

Governing Board Chairman (Signature): _____

Date : _____