

**From:** Adams, Marcia S.  
**To:** Burgis, David <Burgis\_David@scdps.state.sc.us>  
**Date:** 4/3/2002 3:29:03 PM  
**Subject:** FW: DMV Inventory and Security Issues

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FYI

-----Original Message-----

**From:** Johnson, Elaine  
**Sent:** Wednesday, April 03, 2002 11:06 AM  
**To:** Royal, Don; Lake, Steven  
**Cc:** Adams, Marcia S.; Uswa, Wanda P.  
**Subject:** DMV Inventory and Security Issues

In accordance with your request I contacted Audit and DMV and the following information was provided. Each DMV office has an area that the DL supplies are to be locked in. These areas vary and the amount of security also varies. In many cases the locked area is nothing more than the supply room with the standard door lock. In areas that have no locked storage areas they may have a locking cabinet or something built by Gen. Services building services. None of these provide the type of security needed for these products. We were also advised that the printer could not be removed and locked up each day because of computer connections. That is not as important as the holograms. DMV has put out a memo and we are being copied and will provide you a copy concerning locking up supplies. We were advised that DMV was working on new protocol and Steven and I will meet with them next week to cover some of these issues. The holograms are on rolls and at the end of the day we do not secure that roll. It is left in the printer. This is important as the hologram is the only thing that provides our security of the DL. Also we are going to address what happens when a roll is removed for defective issues (how is it disposed of, and accounted for). We suggested DMV put out something immediately that requires all offices lock the hologram in one of their safes. I believe that provides the greatest security available to us at this time. ITO is looking at installing an on-line security system that monitors the entire office. We are looking at buying one unit for the Columbia area but this could be done for all DMV offices. A recorder costs about \$20,000 for a unit that will accommodate 32 cameras. Cameras range from \$500 to \$1000. Probably 7 recorders would provide statewide coverage. Please advise if this answers all of the concerns and I will advise you of the outcome of the April 9th meeting.