



Ohio Administrative Code Rule 111:3-10-10 Physical Security.

Effective: November 20, 2023

Print vendors shall maintain internal policies and procedures to secure all physical property used by the print vendor to house and store all mailing materials, equipment, and supplies used in the fulfillment of their contracts with boards of elections under this chapter. The policies and procedures shall include the following:

- (A) Criminal background checks of employees;
 - (B) Video cameras with continuous recording capabilities placed both inside and outside of the building. Cameras shall cover any entrance and exit as well as any area in which ballot printing or manufacturing takes place. Any camera prohibited by 2 C.F.R. 200.216 shall not be used in the print vendor's facilities;
 - (C) Retention schedules for video recordings;
 - (D) A security system that monitors all doors, windows, and roof areas;
 - (E) Photo ID badges for all employees and contractors;
 - (F) Visitor policy;
 - (G) Specified restricted areas that are accessible only to employees;
 - (H) Any additional requirement found in the current secretary of state's security supplement to ballot printing contracts.
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