Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Annual Fiscal Budget Materials

CUTOFF: EOSFY

DESCRIPTION: Breakdown of the Fiscal Year budget appropriation allotments for the Information System Division by organization number, fund number and appropriation number. Copy. Original in Budget and Procurement Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21289   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Audit Trail Files

CUTOFF: LSAD

DESCRIPTION: Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21301   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Computer Job Schedules and Reports

CUTOFF: WSO

DESCRIPTION: Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21302   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Computer Operations and Maintenance

CUTOFF: LSAD

DESCRIPTION: Correspondence and related material pertaining to the office computer system, technical operation, and maintenance. Includes: schedules, console logs, computer services response time and turnaround time, system upgrade data and operational procedures.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21303   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Computer Output

CUTOFF: EOCY

DESCRIPTION: Machine-produced reports showing transactions that were accepted, rejected, suspended, or processed.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21304   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Computer Utilization and Billing Reports

CUTOFF: EOSFY

DESCRIPTION: Records showing computer use by each division and any charges for space or time. May be destroyed after conclusoin of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21305   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Contracts - Copy

CUTOFF: EOSFY

DESCRIPTION: Specific Highway Patrol Information Systems Division agency contracts and state contracts for purchasing computer software, hardware, training and services. Copy. Original in Office of Administration.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21290   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Daily System Back-up Files

CUTOFF: End of day

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

RETENTION: Years: Months: 1 Days: 28

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21314   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Data Documentation/Data Dictionary

CUTOFF: LSAD

DESCRIPTION: Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21306   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety   Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol   Sub-Section:

TITLE: Data Processing Policies and Procedures   **CUTOFF:** LSAD

DESCRIPTION: Records of data processing policies and procedures including those covering access and security, systems development, data retention and disposition, and data ownership.	**RETENTION:** Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21307   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Disaster Preparedness and Recovery Plans   **CUTOFF:** WSO

DESCRIPTION: Documentation regarding how vital records will be protected and the reestablishment of data processing services, equipment and data will be accomplished following any potential disaster.	**RETENTION:** Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21308   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Employee Leave Records   **CUTOFF:** WSO

DESCRIPTION: Employee medical, family, administrative and maternity leave records, filed on form SHP-53. Copy. Original in the Human Resources Division.	**RETENTION:** Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21296   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Employee Operations Manual

CUTOFF: WSO

DESCRIPTION: Manual contains Highway Patrol General Orders, standards, and requirements pertaining to the Patrol's roles and responsibilities, organization and personnel structure and process, enforcement and traffic operations, and operations support. Copy. Original in the Research and Development Division.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21298   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Fiscal Note Work Papers

CUTOFF: EOCY

DESCRIPTION: Word processing and spreadsheet documents used to do analysis and justification for describing the fiscal impact to the Division.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21294   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Fiscal Notes - Copy

CUTOFF: EOCY

DESCRIPTION: The Information Systems Division's responses to fiscal notes indicating the fiscal impact to the Division for the proposed legislation. Original in Legislative Research, Oversight Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21293   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Hardware and Software Maintenance Records

CUTOFF: LSAD

DESCRIPTION: Service/maintenance agreements for software and documentation of service, repair, and inspection of computer hardware.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21309   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Job Descriptions

CUTOFF: WSO

DESCRIPTION: Describes duties and responsibilities for each job classification in the Information Systems Division. It also lists required knowledges, skill and abilities, minimum experience required, and education and training required - copy - original in the Human Resources Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21299   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Job Postings

CUTOFF: WSO

DESCRIPTION: Indicates the job classification for which a vacancy exists, posting date, deadline to apply, specific area or section the vacancy is in and brief description of duties, salary range, and the complete job description. Copy. Original in the Human Resources Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21300   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Operating System and Hardware Conversion Plans

CUTOFF: LSAD

DESCRIPTION: Records relating to the replacement of equipment or computer operating systems.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21310 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

TITLE: Personnel Planning and Appraisals

CUTOFF: WSO

DESCRIPTION: Copies of probationary and full time performance evaluations on employees of the Information Systems Division. Copy. Original in the Human Resources Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21295 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

TITLE: Product/Vendor and State Contract Reference Files

CUTOFF: WSO

DESCRIPTION: Information on data processing equipment, software, and other products and their vendors.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21311 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety
Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol
Sub-Section:

TITLE: Program Source Code
CUTOFF: LSAD

DESCRIPTION: Automated program code which generates the machine-language instructions used to operate an automated information system.	**RETENTION:** Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21312 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

TITLE: Program Technical Documentation
CUTOFF: LSAD

DESCRIPTION: Paper copy of program code, flowcharts, maintenance log, system and configuration architecture, system change notices and other records that document modifications to computer programs, and operations manuals that identify and interpret the business rules used to store and manage the data.	**RETENTION:** Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21313 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

TITLE: Research Reports
CUTOFF: EOCY

DESCRIPTION: Patrol public opinion survey, Uniform Crime Reports (UCR) crime analysis report, and manpower allocation reports. Original reports are stored in the Information Systems Division with copies at the Research and Development Division.	**RETENTION:** Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21319 **SERIES STATUS:** Approved **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Special Back-up Image Files

CUTOFF: End of week

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction. A special back-up is one that is typically completed just prior to a system or programming upgrade.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21316   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: System Documentation

CUTOFF: LSAD

DESCRIPTION: User and operational guides, systems or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, input and output specifications, and documentation stating a system's purpose and objectives.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21317   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

TITLE: Time and Leave Records

CUTOFF: EOCY

DESCRIPTION: A record of each employees annual attendance record including regular days off, vacation, holidays, sick leave, and overtime accrued and taken. Forms include SHP-44, SHP-241 and SHP-244. May be destroyed after conclusoin of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21297   **SERIES STATUS:** Approved   **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Traffic Accident Reports | **CUTOFF:** EOCY

DESCRIPTION: Summary or statistical reports on traffic safety compendium, emergency service vehicle crash report, holiday report, and deer involvement crash report. Original reports are stored in the Information Systems Division with copies at the Traffic Division.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21318 | **SERIES STATUS:** Approved | **APPROVAL DATE:** 8/2/2007

TITLE: Training, Travel and Educational Requests - Copy | **CUTOFF:** EOSFY

DESCRIPTION: Hard copies of forms requesting computer training and out of state travel for training and educational conferences. Original in the Human Resources Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21291 | **SERIES STATUS:** Approved | **APPROVAL DATE:** 8/2/2007

TITLE: Vendor Payments - Copy | **CUTOFF:** EOSFY

DESCRIPTION: Hard copies of invoices for computer hardware, software and consulting services. Original in Budget and Procurement Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21292 | **SERIES STATUS:** Approved | **APPROVAL DATE:** 8/2/2007

Department: Department of Public Safety

Section: Data Processing/Information Systems

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Weekly Back-up Archive Files

CUTOFF: End of week

DESCRIPTION: Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

RETENTION: Years: Months: 3 Days:

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21315   **SERIES STATUS:** Approved   **APPROVAL DATE:**   8/2/2007