



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Information Technology Branch

Division: Business Division

Sub-Section:

TITLE: Audit Trail Files

CUTOFF: EOSFY

DESCRIPTION: Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21153

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Computer Job Schedules and Reports

CUTOFF: EOSFY

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

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21154

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

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: 21155

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Information Technology Branch

Division: Business Division

Sub-Section:

TITLE: Computer Output

CUTOFF: EOSFY

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

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21156

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: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21157

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Data Processing Policies and Procedures

CUTOFF: WSO

DESCRIPTION: Records of data processing policies and procedures including those covering access and security, systems development, data retention and disposition, and data ownership. A copy will be sent to the Missouri State Archives.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21149

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Information Technology Branch

Division: Business Division

Sub-Section:

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: 21150

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

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: 21158

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Operating System and Hardware Conversion Plans

CUTOFF: EOSFY after successful conversion

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

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21159

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Information Technology Branch

Division: Business Division

Sub-Section:

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CSR.19 (a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21152

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: 21160

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

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: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21161

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Information Technology Branch

Division: Business Division

Sub-Section:

TITLE: Program Technical Documentation

CUTOFF:LSAD

DESCRIPTION: Copy of program code, flowcharts, maintenance logs, system and configuration architecture, 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, data structure, relationships and data element dictionary.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21148

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Project Planning Records

CUTOFF:LSAD

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21162

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Software Licensing Agreements

CUTOFF:LSAD

DESCRIPTION: Records of purchase agreements from software vendors or other licensing agencies.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21163

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Information Technology Branch

Division: Business Division

Sub-Section:

TITLE: System Back-Up Files

CUTOFF: WSO

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: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21151

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: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21147

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: System Management

CUTOFF: LSAD

DESCRIPTION: Logs, journals, reports, and other supporting paperwork required to operate, manage, and control computer systems.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21164

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007