



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

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.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21596

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: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21597

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: 21598

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Computer Utilization and Billing Reports

CUTOFF: EOSFY

DESCRIPTION: Records showing computer use by each division and any charges for space or time.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21601

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

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: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21603

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Online Security Access Records

CUTOFF: EOY in which access is removed

DESCRIPTION: Records created to control or monitor access to a system and its data that can be used for security purposes, data processing, fiscal audits, or creating user accounts. Records include, but are not limited to, user account records, security logs, password files, user information, reason for requesting access, and related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24067

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

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: 21604

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Program Technical Documentation

CUTOFF:LSAD

DESCRIPTION: 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: 21605

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Project Planning Records - Implemented

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: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21606

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

TITLE: Project Planning Records - Not Implemented

CUTOFF: EOSFY project cancelled

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: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21607

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: System Back-up Files

CUTOFF: Upon creation of back-up

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: 28

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21608

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007