



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

**TITLE:** Application Development Files - Implemented

**CUTOFF:** End of calendar year of decommission of system

**DESCRIPTION:** Records created and used in the development, redesign, or modification of an implemented automated system or application. Records include, but are not limited to, project management records, status reports, source code, draft system or subsystem specifications, draft user requirements and specifications, and related notes.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21606

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Application Development Files - Not Implemented

**CUTOFF:** End of calendar year

**DESCRIPTION:** Records created and used in the development, redesign, or modification of an automated system or application that is not implemented. Records include, but are not limited to, project management records, status reports, source code, draft system or subsystem specifications, draft user requirements and specifications, and related notes.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21607

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Audit Files

**CUTOFF:** End of State fiscal year

**DESCRIPTION:** Records of network or system events that can be used to reconstruct what occurred in a system at a given time. Records include, but are not limited to, data generated during the creation of a master file or database, or data used to validate a master file or database during a processing cycle.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21596

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

**TITLE:** Computer Job Schedules and Reports

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Schedules of automated or manual computer jobs to be run on a system.

**RETENTION:** Years: 0 Months: 3 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21597

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Computer Security Incidents

**CUTOFF:** End of calendar year of resolution of incident

**DESCRIPTION:** Records documenting unauthorized entry, probes, or attacks on data processing systems, information technology systems, telecommunications networks, and electronic security systems. Records include, but are not limited to, reports, logs, extracts, and compilations of data.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24559

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Conversion and Migration Files

**CUTOFF:** End of calendar year when migration occurred

**DESCRIPTION:** Records regarding the conversion and migration of information when computer equipment or software must be replaced. Records include, but are not limited to, documentation explaining what was converted or migrated, why it was converted or migrated, when, by whom, and other relevant documents.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24556

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

**TITLE:** Data Documentation

**CUTOFF:** End of calendar year of decommission of system

**DESCRIPTION:** Records needed to access, retrieve, manipulate and interpret data in an automated system. May include compiler versions, data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21605

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Hardware and Software Procurement and Disposal

**CUTOFF:** Decommission of system

**DESCRIPTION:** Documentation of bidding, purchasing, and disposal processes for hardware and software. Records include, but are not limited to, vendor quotes, vendor contacts, purchase agreements, and bills of sale.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24560

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Hardware Warranty and Maintenance Files

**CUTOFF:** End of calendar year in which hardware is surplused or destroyed

**DESCRIPTION:** Records documenting the maintenance of data processing equipment. These records are used to ensure compliance with any warranties or service contracts, schedule regular maintenance, and diagnose system or component problems. Records include, but are not limited to, hardware performance reports, repair invoices, vendor information, site visit reports, service reports, service histories, warranties, maintenance logs, maintenance reports, related notes, and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** For hardware inventory, see Series 21563: Equipment Inventory.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21598

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

**TITLE:** Help Desk Logs and Reports

**CUTOFF:** End of calendar year that issue is resolved

**DESCRIPTION:** Records documenting requests for technical assistance and the responses to these requests. These records can be useful for collecting information on computer equipment usage to compile monthly and annual statistics for planning, management analysis, and other administrative purposes.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24557

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Information Systems Usage Files

**CUTOFF:** When superseded or outdated

**DESCRIPTION:** Files or logs created to monitor computer system and network usage, including records regarding the access and use of services provided via the internet. Records may be needed for summary reports, billing, system audits, or may be related to other purposes such as system security, evaluation of overall system performance, or how web resources are being utilized. Records include, but are not limited to, log-in files, system usage files, charge-back files, firewall logs, data entry logs, usage reports, website logs, file transfer logs, and antivirus/antispam mail service logs.

**RETENTION:** Years: 0 Months: 9 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21601

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021



### Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

**TITLE:** Security Access Records

**CUTOFF:** End of calendar year in which access is removed

**DESCRIPTION:** Records created to control or monitor individual access to a system and its data. These records are created primarily for security purposes, although some records, particularly user account records, are needed for data processing, fiscal audits, or creating user accounts. Records include, but are not limited to, user account records, security logs, and password files.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24067

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Software Licensing Files

**CUTOFF:** End of Calendar Year When Software Is No Longer in Use

**DESCRIPTION:** Documentation of the licensure and implementation of software. Records include, but are not limited to, records regarding permitted uses, rights and restrictions, warranty information, liability statements, and laws governing the product.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24561

**SERIES STATUS:** Approved

**APPROVAL DATE:**

1/25/2024

**TITLE:** Software Maintenance and Support Files

**CUTOFF:** End of calendar year of decommission of system

**DESCRIPTION:** Records regarding software and vendors. Records include, but are not limited to, documentation of support services, site visit reports, service reports, service histories, and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21603

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021



**Agency Records Disposition Schedule**

Department: General Retention Schedule

Section:

Division: Information Technology

Sub-Section:

**TITLE:** System Recovery Files

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or unintentional destruction. Backups are performed on a regular basis and are not intended for retention purposes.

**RETENTION:** Years: 0 Months: 0 Days: 28

**NOTES:** Backups are performed on a regular basis and are not intended for retention purposes.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21608

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Telecommunications Systems Records

**CUTOFF:** End of calendar year of decommission of system

**DESCRIPTION:** Records documenting the creation, modification, and disposition of telecommunications systems. Records include, but are not limited to, equipment records, repair orders, system planning records, telecommunications maintenance contracts, and related correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24558

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021