



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Information Technology Services Division

Sub-Section:

**TITLE:** Conversion Data

**CUTOFF:**

**DESCRIPTION:** Conversion Data - materials and correspondence relating to the conversion from one accounting system to another by the state. Contains reports, trial runs, monthly computer runs. 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:** 3012

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/2/1982

**TITLE:** Cost Allocation, Revolving Fund and Billing Documentation

**CUTOFF:**

**DESCRIPTION:** Cost Allocation, Revolving Fund and Billing Documentation

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2919

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** JCL (Job Control Language) Production Run

**CUTOFF:**

**DESCRIPTION:** JCL (Job Control Language) Production Run. 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:** 3011

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/2/1982



Agency Records Disposition Schedule

Department: Office of Administration  
Division: Information Technology Services Division

Section:  
Sub-Section:

**TITLE:** Major Projects

**CUTOFF:**

**DESCRIPTION:** Major Projects - long term projects which extend beyond fiscal year's programming; equipment purchases

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2918

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Management Steering Committee

**CUTOFF:**

**DESCRIPTION:** Management Steering Committee - minutes

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2922

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Privacy, Confidentiality, Security, Disaster Planning

**CUTOFF:**

**DESCRIPTION:** Privacy, Confidentiality, Security, Disaster Planning - materials prepared and filed by agencies in conformance with statewide rules and regulations

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2920

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Office of Administration  
Division: Information Technology Services Division

Section:  
Sub-Section:

**TITLE:** Time Logs

**CUTOFF:**

**DESCRIPTION:** Time Logs - Time record of contractors and state employees. 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:** 3013

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/2/1982

**TITLE:** Time Logs or Sheets

**CUTOFF:**

**DESCRIPTION:** Time Logs or Sheets

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2921

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996