Department: Department of Transportation

Section:

Division: Information Systems

Sub-Section:

TITLE: Automation Systems, Program and Technical Documentation

CUTOFF: Life of system

DESCRIPTION: Records generally created during development or modification of an automated system, program or application.   Includes, but not limited to user and operational guides that explain the meaning, purpose, structure and business rules used to store and manage the data, any supporting paperwork required to operate, manage, and control computer systems, flowcharts, reports, logs, work flow records, program code, system configuration architecture, definitions or specifications as well as any records that document modifications to computer programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23667   **SERIES STATUS:** Approved   **APPROVAL DATE:**   10/13/2011

TITLE: Project Records-Information Systems

CUTOFF: Completion or cancellation of project

DESCRIPTION: Records created and used in the development or modification of an automated system or application, including project management records, analysis, financial and resource planning information, status reports, system or subsystem specifications, user requirements and specifications, and correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23642   **SERIES STATUS:** Approved   **APPROVAL DATE:**   10/13/2011

TITLE: System Back-up Files - Chief Counsel

CUTOFF: Upon creation of back-up

DESCRIPTION: Copies of MoDOT's counsels' 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: 400

NOTES:

DISPOSITION ACTION: Erase

SERIES: 23708   **SERIES STATUS:** Approved   **APPROVAL DATE:**   10/13/2011

Department: Department of Transportation   Section:

Division: Information Systems   Sub-Section:

TITLE: System Back-up Files - MoDOT General   **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: 90

NOTES: See 23708 for Chief Counsel's files exception.

DISPOSITION ACTION: Erase

SERIES: 23707   **SERIES STATUS:** Approved   **APPROVAL DATE:**   10/13/2011

TITLE: System Back-up Files - MoDOT Lotus Notes Databases   **CUTOFF:** Upon creation of back-up

DESCRIPTION: Copies of Lotus Notes 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: 30

NOTES: See 23707 for other MoDOT General System Back-up Files and 23708 for Chief Counsel's files exception.

DISPOSITION ACTION: Erase

SERIES: 23743   **SERIES STATUS:** Approved   **APPROVAL DATE:**   10/13/2011