General Schedules for Administrative Electronic Records

General Administration Records

IT-AD-01	**Information Resources Management and Data Processing Services Plans** Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.	Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction. See GAR-PP-02
IT-AD-02	**Data Processing Policies** Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.	Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction. See GAR-PP-02
IT-AD-03	**Data Processing Product/Vendor and State Contracts Reference Files** Information on data processing equipment, software, and other products and their vendors.	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-C-02
IT-AD-04	**OGS Data Center Time Billing Records** Reports and other records from OGS detailing charges for use of the Office of General Services computer services including monthly billing reports, copies of vouchers and bills	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-WV-04
IT-AD-05	**Copies of Purchase Requisitions, Orders, and Billing Records for Data Processing Services** Copies of records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation.	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-OES-04
IT-AD-06	**Records of Chargebacks to Data**	Retain until audited by Auditor of State

Processing Services Users
Electronic and manual records used to document, calculate costs and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes. Records Not Covered: Chargeback records subject to Federal audit requirements should be scheduled separately.

and audit report is released and all discrepancies are resolved, then destroy. See GAR-OES-05

Systems and Application Development

IT-SD-01	**Data Systems Specifications** Records necessary for using the system: user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment, then destroy. If all data is not destroyed or transferred, transfer specifications to State Archives for their possible retention or destruction.
IT-SD-02	**Data Documentation/Data Dictionary Records** 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.	Retain 3 years after discontinuance of system or application and until system's or application's data is destroyed or transferred to a new structure or format, then destroy. If all data is not destroyed or transferred, transfer records to State Archives for their possible retention or destruction.
IT-SD-03	**Automated Program Listing/Source Code** Automated program code which generates the machine-language instructions used to operate an automated information system.	Retain for 3 system update cycles after code is superseded or replaced, then destroy.
IT-SD-04	**Technical Program Documentation** Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications, requirements, acceptance tests, and other records that document computer programs and the	Retain until all data in system has been migrated or destroyed. If all data is not destroyed or transferred, transfer documentation to State Archives for their possible retention or destruction.

modifications made to computer programs.

IT-SD-05	**Data Processing Procurement Files** Records used in the procurement of system hardware and software including request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.	For sale of goods, retain five years then destroy. For services, retain 16 years, then destroy. See GAR-C-01
IT-SD-06	**Test Database/Files** Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Retain until no longer of administrative value to agency, then destroy.

Computer Operations and Technical Support

IT-OP-01	**Data Processing Operating Procedures** Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction. See GAR-PP-02
IT-OP-02	**Data Processing Hardware Documentation** Records documenting the use, operation, and maintenance of an agency's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Retain until the agency no longer uses related hardware and all data is transferred to and made useable in new hardware environment, then destroy.
IT-OP-03	**Maintenance Contracts Files** Maintenance contracts for data processing equipment, and related records including copies of contracts, service histories, and work orders.	For sale of goods, retain five years after contract expires, then destroy. For services, retain 16 years, then destroy. See GAR-C-03
IT-OP-04	**Operating System and Hardware**	Retain 1 year after successful conversion,

	Conversion Plans Records relating to the replacement of equipment or computer operating systems.	then destroy.
IT-OP-05	**Data Processing Disaster Preparedness and Recovery Plans** Records related to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster.	Retain until superseded by revised plan, then destroy.
IT-OP-06	**System Backup Files** Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.	Retain for a minimum of 12 system backup cycles, then destroy.
IT-OP-07	**System Users Access Records** Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Retain until no longer of administrative value to agency, then destroy.
IT-OP-08	**Computer Usage Files** Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.	Retain until no longer of administrative value to agency, then destroy.
IT-OP-09	**Summary Computer Usage Reports** Summary reports and other paper records created to document computer usage.	Retain until no longer of administrative value to agency, then destroy.
IT-OP-10	**Computer Run Scheduling Records** Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Retain until no longer of administrative or fiscal value to agency, then destroy.
IT-OP-11	**Input Documents** Copies of records or forms designed and used solely for data input and control when the data processing unit provides	Retain until all data has been entered into the system and, if required, verified, then destroy.

centralized data input services and original records are retained by the program unit.

IT-OP-12	**Audit Trail Files** Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.	Retain for a minimum of 12 database/master file backup cycles, then destroy.
IT-OP-13	**Automated Tape Library System Files** Automated records used to control the location, maintenance, and disposition of magnetic media in a tape library.	Retain until related records or media are destroyed or withdrawn from the tape library, then destroy.
IT-OP-14	**Tape Library Control Records** Records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings, control logs, and entity "scratch reportsentity" regarding the destruction of tape library electronic files.	Retain until superseded, then destroy.

User/Office Automation Support

IT-AS-01	**Site/Equipment Support Files** Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda. For service contracts, see IT-OP-03	Retain site visit reports, problem and equipment service reports, and routine correspondence and memoranda until warranty or guarantee of service has expired, then destroy. Retain service histories and other summary records until the related equipment is no longer in use, then destroy.
IT-AS-02	**Help Desk Telephone Logs and Reports** Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	Retain until no longer of administrative value, then destroy.
IT-AS-03	**Training Course Information** Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office	Retain until superseded, obsolete, or replaced, then destroy. See GP-O-08

automation support unit.

Network/Data Communication Services

IT-CS-01   **Network Usage Reports**   Retain until no longer of administrative
                  Summary reports and other records   value to agency, then destroy.
                  created to document computer usage for
                  reporting or other purposes.

Questions or comments? Please email:

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