

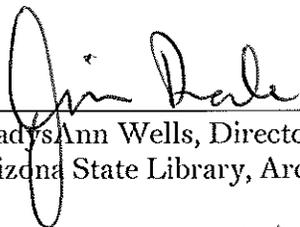
## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Public Bodies Information Technology (IT) Records

Schedule Number:  
000-11-37

#### Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

  
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Gladys Ann Wells, Director  
Arizona State Library, Archives and Public Records

7.25.11

Date Approved: July 25, 2011

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All Public Bodies  
Information Technology (IT) Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Application Development Records	3	After system terminated
2.	Applications Problem Records (including problem definition, testing, user approval final resolution)	3	After problem resolved
3.	Applications Program Records (including specific descriptions or individual programs, program steps and modifications)	3	After superseded or obsolete
4.	Applications Server Records (including Advantage, Budget System, PeopleSoft, and other related records)	3	After superseded or obsolete
5.	Applications Systems Records (including overall description, diagrams, program inter-relationships)	3	After superseded or obsolete
6.	Applications User Manuals (including procedures manuals and handbooks)	3	After superseded or obsolete
7.	Audit Trail Reports and Records	5	After created or reported
8.	Backup Tape Library Records (including records about backup tapes but not the actually backup tapes)	1	After superseded or obsolete
9.	Computer Security Incident Handling, Reporting and Follow-up Records	3	After all follow-up actions completed
10.	Conversion, Integration, and Migration Plan Records	3	After successful conversion completed
11.	Data Model, Use Cases and Process Model Records	3	After superseded or obsolete
12.	Department Service Request Records (including plans, requests, performance reports, usage, bills, payments, installation, change, removal and servicing of equipment and Work Orders)	3	After completed, cancelled or abandoned

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
13.	Distribution Lists	1	After superseded or obsolete
14.	Enterprise Architecture Records	5	After created or superseded, whichever comes first
15.	Enterprise Committee Records (including Communities of Business or Communities of Technology)	3	After created or received
16.	Geographic Information Systems (GIS) Records a. Official copy (This series represents any content in a department's GIS database that meets the statutory definition of a record and is not a duplicate, transitory or retained elsewhere) b. All other copies (This series represents any content in a department's GIS database that is strictly a duplicate or transitory in nature with a records copy of the information existing elsewhere)	- -	Retain for the same period as required for other forms of the same record series  After reference value has been served
17.	GIS Format and Control Records (including record layouts, file structures, code books, configuration and setup files, installation and implementation procedures or instruction and any other documentation that define or describe the data or the application)	3	After superseded or obsolete
18.	GIS Significantly Altered Data Layers (data layers received from other agencies and commercial sources which are significantly altered are considered a record)	-	Retain for the same period as required for other forms of the same records series
19.	GIS Unaltered Data Layers (unaltered or minimally altered data layers received from other agencies and commercial sources are reference records)	3	After received or when informational value has been served, whichever is later

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20.	Information Technology (IT) Configuration Management Records	1	After disposal of system
21.	IT Asset Records	1	After superseded or obsolete
22.	IT Capital Investment Records	3	After created or superseded, whichever comes first
23.	IT Operations / Productions Records (including operating manuals, program run books, setup/error/halt procedures, operating schedules, program run and batch control logs, error message reports and terminal activity reports)		
	a. Transitory (short-term value) records	2	After created or received
	b. All other records	2	After production operations ceased or superseded, whichever comes first
24.	IT Operations Schedule Records	2	After created or received
25.	Legal and Regulatory Compliance Records	5	After created or received
26.	Logs (including technology and usage monitoring records, intrusion detection, assessments, email monitoring, internet monitoring, security, application or database transactions, usage, tracking, audit)	2	After created
27.	Master File Content Records		
	a. Official records (These records are components of databases, database management systems, electronic document management systems (EDMS), etc and represents any content within that meets the statutory definition of a record and is not a duplicate record, transitory or retained elsewhere)	-	Retain for the same period as required for other forms of the same records series

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	b. Reference records (non-record copy – This series represents any content in a department’s Master File (database, database management system, electronic document management system (EDMS), etc) that is strictly a duplicate or transitory in nature, with a record copy of the information existing elsewhere]	-	After reference value has been served
28.	Master Files Format and Control Records (configuration and setup files, installation and implementation procedures or instructions)	3	After superseded or obsolete
29.	Password/Security Authorization Records	2	After created or superseded, whichever is later
30.	Performance Measurement Records (including metrics, benchmarks and other oversight and compliance records)	3	After created or superseded, whichever comes first
31.	Problem Records for Software Infrastructure	3	After problem resolved
32.	Records related to Maintaining the Security of Systems and Data	1	After system superseded or obsolete
33.	Strategic Plans [Managing For Results (MFR)] office copy	5	After superseded or obsolete
34.	Test and Certification Records (including files, scripts, or instructions)	5	After created or superseded, whichever comes first
35.	Website Content Data Records a. Official copy (This series represents any content on a department’s website that meets the statutory definition of a record, and is not a duplicate, transitory or retained elsewhere)	-	Retain for the same period as required for other forms of the same records series

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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
	b. All other records (non-record copy – This series represents any content on a department’s website that is strictly a duplicate or transitory in nature with a record copy of the information existing elsewhere)	-	After reference value has been served
36.	Website Format and Content Records (including web application changes)	3	After related website content file, database or application is superseded or obsolete

