

## Arizona State Library, Archives and Public Records

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

**Schedule Number:**

**000-12-41**

#### **Authorization and Approval**

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. 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 for a shorter time 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 set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

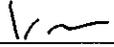
Date Approved: *May 1, 2012*

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

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Application Records (including Development Records; Problem Records (problem definition, testing, user approval final resolution and other related records); Program Records (including specific descriptions or individual programs, program steps and modifications); Server Records (including Advantage, Budget System, PeopleSoft, and other related records); Systems Records (including overall description, diagrams, program inter-relationships); User Manuals (including procedures manuals and handbooks))	3	After system terminated or 3 years after superseded or obsolete, whichever is first
2.	Backup Tape Library Records (including records about backup tapes but not the actual backup tapes)	1	After superseded or obsolete
3.	Computer System Maintenance Records (records which document the maintenance of computer systems and components including computer equipment inventories, hardware performance reports, component maintenance, system backup reports, and backup tape inventories)		
	a. Records related to system/ component repair or service	-	After system removed
	b. Records related to backups or inventories	-	After superseded or obsolete
4.	Conversion, Integration, and Migration Plan Records	3	After successful conversion completed
5.	Data Model, Use Cases and Process Model Records	3	After superseded or obsolete

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6.	Department Service Request Records (including plans, requests, performance reports, usage, bills, payments, installation, change, removal and servicing of equipment, Help Desk records and Work Orders)	3	After completed, cancelled or abandoned
7.	Distribution Lists (if not needed to document recipients of emails sent by Public Body)	1	After superseded or obsolete
8.	Enterprise Architecture Records (including system set-up and how hardware is linked)	5	After created or superseded, whichever comes first
9.	Geographic Information Systems (GIS) Records		
	a. Data Layer Records		
	i. 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)	-	Retain for the same period as required for other forms of the same record series
	ii. 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
	iii. 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)	-	After reference value has been served
	b. 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

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	c. 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
10.	Information Technology (IT) Configuration Management Records (including hardware configuration records)	1	After disposal of system
11.	IT Capital Investment Records (including IT asset records and inventory records of IT equipment)	3	After superseded or obsolete
12.	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, operations schedule records, 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
13.	Logs (including technology and usage monitoring records, intrusion detection, assessments, email monitoring, internet monitoring, security, application or database transactions, usage, tracking, audit)	-	After administrative value has been served

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14.	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 as found on other approved retention schedules. Records must be deleted at the end of the approved retention period (ARS §41-151.12)
	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
	c. Format and Control Records (configuration and setup files, installation and implementation procedures or instructions)	3	After superseded or obsolete
15.	Problem Records for Software Infrastructure	3	After problem resolved
16.	Security Records a. Records related to maintaining the security of systems and data	1	After system superseded or obsolete
	b. Audit trail reports and records	5	After created or reported
	c. Computer security incident handling, reporting and follow-up records	3	After all follow-up actions completed
	d. Password/Security Authorization Records	2	After created or superseded, whichever is later
	e. Legal and Regulatory Compliance Records	5	After created or received
	f. Breach Notification Records	-	See Management Records General Retention Schedule for All Public Bodies

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17.	Test and Certification Records (including files, scripts, or instructions)	5	After created or superseded, whichever comes first

**Supersedes schedule dated July 25, 2011**