

4.00 Departmental Information Management

Records related to departmental development, implementation, maintenance, and support of information systems.

4.00 Departmental Information Management		Function	Description	Retention and Disposition
4.01	Application Development Records	To record the development, design and modification of system applications.	Records related to the development, design and modification of system applications, including planning and project records, correspondence and communications, requests for proposal, implementation and evaluation records.	Destroy 2 years after discontinuance of system and data has been transferred or destroyed.
4.02	Computer Hardware Documentation	To maintain a record of the operation, use and maintenance of computing hardware.	Operating manuals, system requirements, configuration and control systems and related correspondence.	Destroy after use of hardware is discontinued and data has been transferred and destroyed.
4.03	Network Administration Records	To maintain a record of the installation, usage and servicing of information networks.	Installation records, planning and project records, related communications and correspondence, related statistical records, service and repair records.	Destroy 3 years after creation of record.
4.04	System Backups	To maintain records needed to restore or recover an information system.	Copies of master files, databases, applications, software, logs, directories and other related records needed to restore or recover a system.	Destroy after obsolete or operational requirements cease.
4.05	System Documentation	To maintain a record of the use, operation and maintenance of application systems.	User guides, specifications, program descriptions, flowcharts and other related records.	Destroy 2 years after discontinuance of system and data has been transferred or destroyed.
4.06	Technical Support Records	To maintain a record of information technology support services.	Inspection reports, service requests and other related records.	Destroy 3 years after creation of record.
4.07	Vendor and Supplier Files	To maintain a record of information systems service providers and suppliers.	Correspondence, proposals and responses to RFPs, agreements including service and licensing agreements and other documents related to the provision by vendors and suppliers of goods and services that pertain to information systems functions.	Destroy 6 years after file closure.