### Pennsylvania Office of Administration Office of Enterprise Records Management Records Retention and Disposition Schedule Approved by the Executive Board

# Records Retention and Disposition Schedule By Bureau

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**Agency:** 000 General Retention Schedules

**Bureau:** G007 Information Systems

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G007.001	Data Source Records	M	No	0Y	0Y	2
	Consists of original data source materials such as data input forms, records received from outside sources in non-sandard or transitional formats and records from existing files that have been selected for conversion into other formats or systems by a micrographic or an electronic system. Note: Data capture and verification policy and procedures should be detailed in the agency's systems documentation manual.					
	* AGY - Retain source documents until data capture is verified on the electronic record keeping system and not required for audit or legal purposes. For those records that may have permanent or archival value, contact State Archives for appraisal after data capture.					
G007.002	Help Desk Tickets	М	No	5Y	0Y	1
	Documentation of requests for technical assistance and responses to those requests, as well as information on the use of computer or telephone equipment for program delivery, security, and other purposes.					
	* AGY - Retain active for 2 years after ticket is closed. Then transfer to inactive storage media for the remaining 3 years.					
G007.003	Computer Software Licensing Files	М	No	1Y	0Y	1
	Documents proving the licensure and implementation of computer software programs by the agency.					
	* AGY - Retain 1 calendar year after the license contract or end user license agreement has expired, or 1 year after the software is no longer installed, then destroy.					
G007.004	Computer Systems and Data Documentation	М	No	1Y	0Y	1
	System Specifications, Data Documentation, and User and Operational Documentation describing system operations and data element dictionaries, file layouts, and user and operational documentation describing system operations. Includes but is not limited to system documentation records, user guides, system flowcharts, input/output specifications and source code used to operate and automated information system. Applies to serverbased, client-based, mainframe-based, and webbased systems.					
	* ACV Detain 1 year or until auguranded or checlete					

<sup>\*</sup> AGY - Retain 1 year or until superseded or obsolete.

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Bureau:	G007 Information Systems					
ltem Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G007.005	Test Data Base Files	M	No	0Y	0Y	1
	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.					
	* AGY - Destroy when no longer needed, but not before acceptance of test results.		Na	0.7	0)/	4
G007.006	Output/Reports	M	No	0Y	0Y	1
	Reports produced from the master file or database including information extracted, summarized or aggregated in either a specified predetermined format or ad hoc report.					
	* AGY - Retain in accordance with related general or agency-specific records retention and disposition schedules.					
G007.007	Indexes	М	No	0Y	0Y	2
	Electronic indexes, lists, registers, and other finding aids used to provide access to hard copy.					
	* AGY - Retain as long the corresponding materials, which are to be referenced by the finding aids, exist and are used. Indexes and tracking records for archival records are to be transferred to the State Archives along with the historical records.					
G007.008	Convenience Databases and Spreadsheets	М	No	0Y	0Y	1
	Created as tools to index or manipulate information contained in another record series. If the manipulation of the data has substantial value in and of itself, then it should be scheduled separately on the agency-specific records retention and disposition schedule.					
	* AGY - Destroy when no longer needed.					
G007.009	Computer Master Purges	М	No	1M	0Y	2
	Collections of databases or information used to perform a major functional activity that has met their retention. Note: If systems are denoted as archival, retain and contact the State Archives.					
G007.010	Computer Master Destruction	М	No	1M	0Y	1
	Records documenting the destruction of electronic files.					
G007.011	Computer Run Scheduling Records	М	No	1M	0Y	1
	Records used to schedule computer runs including daily schedules, run reports, run requests, and other records					

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ltem Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G007.012	Computer System and Database Backup Files	М	No	1M	0Y	1
	Copies of system files and databases and any other files and logs that are needed to restore a system and its data in the event of system or data loss.					
G007.013	Network Usage and Security Files	М	No	1Y	0Y	1
	Electronic files or automated logs created to secure and monitor the use of the agency's network by its customers or network/Internet usage by its employees, including, but not limited to, login records, security logs, firewall rules, and system usage files.					
G007.014	Systems Users Access Files	М	No	0Y	0Y	1
	Electronic textual records created to control or monitor an individual's access to a system and its data. Created for security purposes, including, but not limited to, user account records and access authorization files.					
	* AGY - Retain until user no longer needs access to the system.					
G007.015	Web Pages - Internet and Intranet - Information Only	М	No	0Y	0Y	1
	Original web pages and revisions to web pages that do not issue or contain changes to policies, procedures, and/or rules (i.e., calendar updates, meeting notices, operating hours, telephone lists, and other public announcements of an informational nature, not involving regulatory hearings bids, contracts or offers).					
	* AGY - Destroy when no longer needed.					
G007.016	Web-based Forms	М	No	0Y	0Y	1
	Forms used to capture data information. There may be instances where legal requirements may dictate that an individual image file (TIFF) be created for each web-filed form transaction, thus assuring the long-term viable, unalterable copy of the submission.					
	* AGY - All web-based forms and associated instructions must be scheduled and kept in accordance with the agency-specific records retention and disposition schedule or applications retention requirement.					
G007.017	Web Snapshots/Site Inventory	М	No	0Y	0Y	1
	Snapshot of entire website.					

<sup>\*</sup> AGY - Retain as long as of administrative value.

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G007.018	Web Server Logs	М	No	1Y	0Y	1
	Electronic files or automated logs created to monitor access and use of service provided via the Internet, including but not limited to, services provided via agency site(s), FTP (file transfer protocol), World Wide Web site, or Telnet services. Aggregate logs are used to perform web statistics reporting.					
G007.019	Web Statistics and Trends Reporting	М	No	2Y	0Y	1
	Reports created by manipulating the web server logs to show web statistics and trends for agency web site(s).					

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