DATA PROCESSING RECORDS RETENTION SCHEDULE

These records are extracted from the State of Idaho *Records Management Guide*, updated November, 2004.

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DATA PROCESSING RECORDS

SG0401. ACTIVITY MONITORING RECORDS

Records which monitor the activities of a data processing system. Information includes console logs, physical, and on-line access.

Retention *Record copy:* Retain by agency 1 year or until administrative need ends and then destroy.

SG0402. BATCH/DATA ENTRY CONTROL FORMS

Information on all batch or data entry records received by the mainframe.

Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG0403. COMPUTER HARDWARE MAINTENANCE RECORDS

Records documenting the service, repair, and inspection of computer hardware (mainframes, mini and micro computers), which also include service/maintenance agreements.

Retention *Record copy:* Retain by agency for 1 year after disposal of equipment and then destroy

SG0404. COMPUTER JOB SCHEDULES AND REPORTS

Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

Retention *Record copy:* Retain by agency for 1 year or until administrative need ends and then destroy.

SG0405. COMPUTER UTILIZATION AND BILLING REPORTS

Records showing computer use by each agency and any charges for space or time.

Retention *Record copy:* Retain by agency for 5 years and then destroy.

SG0406. COMPUTER-PRODUCED OUTPUT

Machine-produced reports showing transactions that were accepted, rejected, suspended, or processed.

Retention *Record copy:* Retain by agency for 2 years and then destroy.

SG0407. DATA DOCUMENTATION FOR NON-PERMANENT DATABASES

Records generally created during development or modification of an automated system, which are necessary to access, retrieve, manipulate and interpret data in that 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. *This schedule applies to documentation for databases whose information is not considered permanent or otherwise significant, where the information does have definite retention periods.*

Retention *Record copy:* Retain by agency for 1 year after superseded, or until deletion of database, and then destroy.

SG0408. DATA DOCUMENTATION FOR PRIMARY OPERATIONS DATABASES

Records generally created during development or modification of an automated system, which are necessary to access, retrieve, manipulate and interpret data in that 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. This documentation only includes that of data bases whose information is considered permanent or otherwise significant. User and operational documentation describing how an application system operated from a functional user and data processing point of view, including records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including 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. *This schedule applies to documentation for databases whose information are considered permanent or otherwise significant. Documentation may include metadata and information organized in data warehouse systems.*

Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG0409. DATA PROCESSING PLANNING RECORDS

Records created and used in the development, redesign, or modification of an automated system or application, including project management records, status reports, system or subsystem specifications, user requirements and specifications, and memoranda and correspondence. May also include studies, analyzes, and short-range plans.

Retention *Record copy:* **PERMANENT**. Contact State Archivist.

SG0410. PROGRAM SOURCE CODE

Automated program code which generates the machine-language instructions used to operate an automated information system. Paper copy of program code, flowcharts, maintenance log, system change notices, and other records that document modifications to computer programs. These records are maintained for reference, as backup, to insure adequacy of change documentation, or to rectify errors in program implementation after related programs are replaced, modified, or cease to be used.

Retention *Record copy:* Retain by agency for 3 years after the program is discontinued and then destroy.

SG0412. SYSTEM DOCUMENTATION FOR NON-PERMANENT DATABASES

User and operational documentation describing how an application system operated from a functional user and data processing point of view, including records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including 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. *This schedule applies to documentation for-databases whose information is not considered permanent or otherwise significant, where the information does have definite retention periods.*

Retention *Record copy:* Retain by agency for 1 year after superseded, or until deletion of database, and then destroy.

SG0413. SYSTEM DOCUMENTATION FOR PERMANENT DATABASES

User and operational documentation describing how an application system operated from a functional user and data processing point of view, including records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including 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. This documentation only includes that of databases whose information is considered permanent or otherwise significant.

Retention *Record copy:* **PERMANENT**. Transfer to State Archives immediately.

Duplicate copies: Retain until administrative need ends and then destroy.

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