RECORDS MANAGEMENT MANUAL

STATE GOVERNMENT AGENCIES

SCHEDULE NO. 5

DATA PROCESSING RECORDS

5-1. 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 until administrative need ends and then destroy.
Duplicate copies: Retain by agency until no longer needed and then destroy.

5-2. Batch/Data Entry Control Forms

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

Retention
Record copy: Retain by the Division of Information Technologies or the appropriate agency for 3 years and then destroy.
Duplicate copies: Retain by agency for 1 year and then destroy.

5-3. Computer Hardware Maintenance Records

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

Retention
Record copy: Retain by agency for 1 year after disposal of equipment and then destroy.
Duplicate copies: Retain until the equipment is sold or disposed of plus 1 year, and then destroy.

5-4. Computer Job Schedules and Reports

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

Retention
Record copy: Retain until administrative need ends and then destroy.
Duplicate copies: Retain until no longer needed then destroy.

5-5. Computer Produced Output Reports

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

Retention
Record copy: Retain by agency for 2 years and then destroy.
Duplicate copies: Retain by agency for 1 year and then destroy.

5-6. 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.
Duplicate copies: Retain by agency for 3 years and then destroy.

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5-7. Data Processing Planning Records

Reports, studies, analysis, and short-range plans.

Retention
Record copy: Permanent. Retain by the Information Management Commission for 10 years and then transfer to State Archives.
Duplicate copies: Retain by agency for 3 years and then destroy.

5-8. Documentation

System documentation, program and file user operations manuals

Retention
Record copy: Retain until program is discontinued plus 1 year and then destroy.
Duplicate copies: Retain until no longer needed and then destroy.

5-9. Programs and Job Control Language

Machine language file for tracking data in the system.

Retention
Record copy: Retain by agency for the life of the data and then destroy.
Duplicate copies: Retain until no longer needed then destroy.