

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

3/16/2016

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
	Original data source materials, including, but not limited to: • Data input forms; • Records received from outside sources in non-standard 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 are not required for audit or legal purposes. For those records that may have permanent or archival value, contact State Archives for archival review after data capture.					
G007.002	Help Desk Tickets	M	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 two (2) years after ticket is closed. Then transfer to inactive storage media for the remaining three (3) years. If Help Desk Tickets evidence execution of or performance under a contract, then G102.004 also applies.					
G007.003	Computer Software Licensing Files	M	No	4Y	0Y	1
	Documents proving the licensure and implementation of computer software programs by the agency. Includes documentation indicating that the computer software program has been uninstalled in accordance with the terms of the license in the event of termination.					
	* AGY - Retain four (4) years after the license contract or end user license agreement has expired, unless otherwise required by law. Then retain for one (1) year after the software is no longer installed.					

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G007.004	<p>Computer Systems and Data Documentation</p> <p>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. May include, but is not limited to:</p> <ul style="list-style-type: none"> • System documentation records; • User guides; • System flowcharts; • Input/output specifications; and • Source code used to operate and automated information system. <p>Applies to server-based, client-based, mainframe-based, and web-based systems.</p> <p>* AGY - Retain one (1) year after superseded or obsolete. If records evidence execution of or performance under a contract, then G102.004 also applies.</p>	M	No	1Y	0Y	1
G007.005	<p>Test Data Base Files</p> <p>Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.</p> <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	1
G007.006	<p>Output/Reports</p> <p>Reports produced from the master file or database including information extracted, summarized or aggregated in either a specified predetermined format or ad hoc report.</p> <p>* AGY - Retain in accordance with related general or agency-specific records retention and disposition schedules.</p>	M	No	0Y	0Y	1
G007.007	<p>Indexes</p> <p>Electronic indexes, lists, registers, and other finding aids used to provide access to original records, including hard copy.</p> <p>* AGY - Retain in accordance with related general or agency-specific records retention and disposition schedules.</p> <p>Indexes and tracking records for records designated as archival are to be transferred to the State Archives along with the archival records.</p>	M	No	0Y	0Y	2

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G007.008	Convenience Databases and Spreadsheets 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 - Retain as long as of administrative value.	M	No	0Y	0Y	1
G007.009	Computer Master Purges Collections of databases or information used to perform a major functional activity that has met their retention. * AGY - If systems are denoted as archival, then contact State Archives for archival review.	M	No	1M	0Y	2
G007.010	Computer Master Destruction Records documenting the destruction of electronic files.	M	No	1M	0Y	1
G007.011	Computer Run Scheduling Records Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	M	No	1M	0Y	1
G007.012	Computer System and Database Backup Files 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.	M	No	1M	0Y	1
G007.013	Network Usage and Security Files 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.	M	No	1Y	0Y	1
G007.014	Systems Users Access Files Electronic textual records created to control or monitor an individual's access to a system and its data. Includes, but is not limited to, user account records and access authorization files. * AGY - Retain until user no longer needs access to the system.	M	No	0Y	0Y	1

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G007.015	<p>Web Pages - Internet and Intranet - Information Only</p> <p>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).</p> <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	1
G007.016	<p>Web-based Forms</p> <p>Forms used to capture data information. There may be instances where legal requirements may dictate that an individual image file, such as TIFF or PDF, be created for each web-filed form transaction, thus assuring the long-term viable, unalterable copy of the submission.</p> <p>* 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.</p>	M	No	0Y	0Y	1
G007.017	<p>Web Snapshots/Site Inventory</p> <p>Snapshot of entire website.</p> <p>* AGY - Retain as long as of administrative value.</p>	M	No	0Y	0Y	1
G007.018	<p>Web Server Logs</p> <p>Electronic files or automated logs created to monitor access and use of service provided via the Internet, including, but not limited to:</p> <ul style="list-style-type: none"> • Services provided via agency site(s); • FTP (file transfer protocol); • World Wide Web site; or • Telnet services. 	M	No	1Y	0Y	1
G007.019	<p>Web Statistics and Trends Reporting</p> <p>Reports created by manipulating the web server logs to show web statistics and trends for agency web site(s).</p>	M	No	2Y	0Y	1