

General Schedule List of Records Retention

Department of Administrative Services - <http://www.gsd.das.state.oh.us/rims/General/General.asp> - 16 June 2005

| Series Number | Title | Description | Retention Period |
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| GAR-PP-01 | Directives, Manuals and Handbooks | Publications produced by an agency detailing operations, regulations, and/or procedures of an agency. | Retain until superseded, obsolete, or replaced, then transfer to State Archives for their possible retention or destruction. |
| GAR-PP-02 | Departmental Policies and Procedures | Includes published reports, unpublished substantive reports and policy studies. | Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction. |
| GAR-PP-03 | Executive Orders and Proclamations | Instructions issued by the Governor as the Chief Executive of State Government (Original on file permanently with Secretary of State). | Retain until superseded, obsolete, or replaced, then destroy. |
| GAR-PP-04 | Management and Operations Reports | Reports created by state agency staff or outside consultants concerning the management or operations of a state agency. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then transfer to State Archives for their possible retention or destruction. |
| GAR-RPM-01 | Annual Reports | also includes other published periodic reports on agency activities. | Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value. |
| GAR-RPM-02 | Publications, State | Printed matter published by state agencies for distribution to the public. | Upon publication, fulfill the requirements of O.R.C. 149.11. Destroy excess copies when no longer of administrative value. |
| GAR-RPM-03 | Speeches | Printed or recorded copies of public speeches given by representatives of state agencies. | Retain in agency until no longer of administrative value, then transfer to state archives for their possible retention or destruction. |
| GAR-RPM-04 | Newspaper Releases and News Bulletins | Includes news/press releases and bulletins issued by an agency. | Retain in agency until no longer of administrative value, then transfer to state archives for their possible retention or destruction. |
| GAR-RPM-05 | Photo File | Includes negatives, prints, slides, transparencies, and related items. | Retain until information is no longer current then to State Archives for possible retention or destruction. |
| GAR-RPM-06 | Audiovisual Materials | Includes exhibits, movies, and videotape productions. | Retain until information is no longer current, then to State Archives. |
| GAR-RPM-07 | Monthly & Weekly Reports | Documents status of on-going projects and issues; advises supervisors of various events and issues. | Retain 1 year, then destroy. |
| GAR-RPM-08 | Minutes of Agency Staff Meetings | Minutes and supporting records documenting internal policy decisions. | Retain 2 years, then transfer to State Archives for their possible retention or destruction. |
| GAR-RPM-09 | Minutes of Official Public Meetings | Official minutes, orders and decisions of a state agency, commission, board, or council. | Retain 2 years, then transfer to State Archives for their possible retention or destruction. |
| GAR-RPM-10 | Visitors' Log | Records documenting the entry and departure of employees and visitors into a State office building during and/or after office hours. | Retain 1 year, then destroy. |
| GAR-CM-01 | Correspondence, Executive | Correspondence of the head of an agency dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, procedures, program, fiscal and personnel matters. | Retain 2 years then transfer to State Archives. |
| GAR-CM-02 | Correspondence, General | Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy). | Retain 6 months, then destroy. |

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| GAR-CM-04 | Lists/Directories | Includes Mailing lists, directories, rosters, and registers compiled by an agency. | Retain until superseded, obsolete, or replaced, then destroy. |
| GAR-CM-05 | Transient Documents | Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication. | Retain until no longer of administrative value, then destroy. |
| GAR-RR-01 | Records Retention Schedule | A form used to identify the length of time a record must be retained before final disposition. | Retain until superseded by a revised retention schedule, or until record series is no longer maintained, then destroy. |
| GAR-RR-02 | Records Inventory & Analysis Worksheet | Used for conducting an inventory of an agency's record series. Requests vital information to be used in determining the retention period and disposition of a record. | Retain until superseded by an updated inventory or until record series is no longer created, then destroy. |
| GAR-RR-03 | Records Storage Service Request | A form that is used to deposit, retrieve, return and destroy records stored off-site. | For deposits, destructions and returns, retain 2 years after transaction is completed then destroy. For retrievals only, retain until transaction is completed (e.g.. Return to storage), then destroy. |
| GAR-RR-04 | Certificate of Records Disposal | Form used to certify the destruction or transfer of records according to an approved records retention schedule. | Retain 2 years, then destroy. |
| GAR-LL-01 | Attorney General's Opinions | Formal opinions and informal opinions issued to state agencies with all pertinent materials attached thereto. | Retain until no longer of administrative or legal value to agency, then destroy. |
| GAR-LL-02 | Legislation | Copies of state and federal legislation of interest to an agency. | Retain until no longer of use, then destroy. |
| GAR-LL-03 | Administrative Rules | Includes worksheets and information used to draft rules, JCARR proceedings, transcripts of public hearings etc. | Retain 1 year after rule published, then destroy. |
| GAR-LL-04 | Claims and Litigation Records | | Retain 2 years after case is closed and no further appeals can be filed, then destroy. If case is dismissed without prejudice, retain one year after statute of limitations runs, then destroy. |
| GAR-LL-05 | Delinquent Claim | Used by state agencies to request that the Attorney General pursue collection of dollars owed to them that they have not been able to collect. | Retain until no longer of administrative value, then destroy. |
| GAR-LL-06 | Licenses, Permits, Certifications | All documents relating to application and grant or denial of an administrative license, permit, etc. | Retain 1 year after final expiration, including all renewals, or 1 year after denial, then destroy. |
| GAR-OES-01 | Office Equipment Service Request | Used to request installation or modification of any equipment or service provided by telephone, computer, copier companies, etc. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-OES-02 | Equipment Inventory and Assignment Sheets | Original computer printout, instructions and work sheets used to complete equipment inventory reports for pagers, laptops, cellular phones, etc. | Retain until superseded, then destroy. |
| GAR-OES-03 | Delivery Slips and Packing Lists | | Retain until no longer of administrative value, then destroy. |
| GAR-OES-04 | Direct Purchase Orders, Requisitions and Other Documents Related to Purchase of Goods or Services | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-OES-05 | Intra-State Transfer Voucher | Authorizes payment to another state agency for goods and/or services received and serves as the basis for disbursing funds. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-OES-06 | Invoices (Accounts Payable Invoices) | Bill for goods shipped or services rendered. They are matched with purchase orders and receiving reports, and attached to vouchers for payment. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-OES-07 | Release and Permit to Make Direct Purchases | Used to make emergency purchases of all materials, supplies and equipment and to make direct purchases or engage in contract of services. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-OES-08 | Requisitions for Supplies | Used to order supplies, forms, food, etc., from a storeroom. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-OES-09 | Postal Records, Registered Mail, Insured Mail Logs, and Metered Records | | Retain 1 year, then destroy. |

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| GAR-OES-10 | Postal Reports, Stamp Requisitions | | Retain 1 year, then destroy. |
| GAR-OES-11 | Release for Abandoned Property | Used for the salvage of equipment or property of the State of Ohio. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-OES-12 | Printing Orders | Used to submit specification for a printing job to State Printing and to encumber the dollars needed for the job. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-C-01 | All Bidding Documents, RFP's, RFQ's or Similar Documents (Purchasing, construction, personnel service) | | For sale of goods, retain five years then destroy. For services, retain 16 years, then destroy. |
| GAR-C-02 | Vender Master Input Document | Used to establish descriptive information about a vendor or update previously entered vendor data. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-BLM-01 | Lease Records of Lands or Buildings | | Fulfill the requirements of O.R.C. 117.49. Retain 2 years after expiration of lease, then destroy. |
| GAR-BLM-02 | Maintenance and Repair of Building | | Retain 2 years, then destroy. |
| GAR-BLM-03 | Purchase of Land Records | Appraisals, encumbrances, fund transfers, plans, resolutions, Attorney General's opinions, contracts and any other original documents related to the acquisition of real property by the State of Ohio through O.R.C. 127.13 or other O.R.C. sections. | Retain permanently with the original instrument filed pursuant to O.R.C. 117.49. Retain photocopies in agency until property conveyed, then destroy. |
| GAR-BLM-04 | Deed Records, Real Property | | Retain for 1 year after permanently recorded with county auditor, then destroy. |
| GAR-BLM-05 | Capital Asset Records | | Retain 2 years after asset is sold, then destroy. |
| GAR-BLM-06 | Capital Projects Master | Used to establish descriptive information for each capital project and to update previously entered capital projects data. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-VT-01 | Out-of-State Travel Request | Internal form used to obtain authorization for out-of-state travel for a state employee. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-VT-02 | Travel Expense Report | Used for claiming reimbursement for in-state and out of state travel. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GAR-VT-03 | Vehicle Operations File | Includes service records, compilation sheets, operation maintenance reports of licensed vehicles, warranty and guaranty statements, operating manual, reports and shop-work orders, accident reports, repair records, mileage and usage logs etc. | Retain during ownership of vehicle, then destroy. |
| GAR-VT-04 | Vehicle to Salvage Information Sheet | Form initiated when salvaging a state vehicle. Describes condition of vehicle, lists accessories installed on vehicle. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GP-O-01 | Organizational Charts | | Retain until superseded. The current chart will be audited by Auditor of State. |
| GP-O-02 | Employee Position Control Rosters | List of all positions within an agency by position control number, including both filled and vacant positions. Used for budget and personnel purposes. | DAS to retain 3 years; all other agencies retain until superseded by a new roster, then destroy, provided audited by Auditor of State and audit report is released and all discrepancies are resolved. |
| GP-O-03 | Employee Personnel File | **A COMPREHENSIVE LIST OF WHAT MUST BE MAINTAINED IN AN EMPLOYEE PERSONNEL FILE IS BEING COMPILED BY DAS AND WILL BE DISTRIBUTED WHEN COMPLETED. THIS PAGE WILL BE UPDATED AT THAT TIME. | Retain 7 years after employee leaves employment, then transfer to DAS to keep permanently. PLEASE DELAY ANY TRANSFERS UNTIL YOU RECEIVE DAS NOTIFICATION. |
| GP-O-04 | Hiring Materials | Vacancy postings and applications, resumes, civil service applications and interview questions from applicants not hired. | Retain 7 years after position filled or decision not to fill the position is made. |
| GP-O-05 | Employee FMLA, EAP, Disability and Workers Compensation Records | | Retain 7 years after employee separation, then destroy. |

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| GP-O-06 | Civil Service Exam Announcements, Cover Sheet Position Descriptions and Position Descriptions | | Retain until superseded, replaced or obsolete, then destroy. (DAS keeps for 7 years.) |
| GP-O-07 | Employee Discipline and Grievance Records | | Retain 7 years after case is closed, then destroy. (Be aware that some collective contracts specify where such documents can be kept.) |
| GP-O-08 | Training Manuals | Manuals produced by an agency for internal personnel training. | Retain until superseded, obsolete, or replaced, then destroy. |
| GP-PAY-01 | Attendance Records | Timesheets, leave requests, etc. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GP-PAY-02 | Payroll Warrant Records and Payroll Disbursement Records | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. If Federal funds are involved, retain according to appropriate Federal schedules. |
| GP-PAY-03 | Temporary Personnel Contracts | | Retain 7 years after the expiration of contracts, then destroy provided audited by Auditor of State and audit report is released and all discrepancies are resolved. |
| GP-M-01 | Requests for Investigations | Requests for outside agency (ex. Highway Patrol, Auditor, EOD...) to investigate an employee. Includes request, referral, and any attached documentation including preliminary investigation before the referral. | Retain 1 year after completion of investigation or decision not to investigate, then destroy. |
| GP-M-02 | Internal Investigations | Employee investigations file. | Retain 3 years, then destroy. |
| GP-M-03 | Telephone Logs, Bills and Call Records | Listing of long distance calls made by agency personnel for a particular time period. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GP-M-04 | Financial Disclosure Statements & Joint Legislative and Ethics Commission "JLEC" Statements | | Retain 2 years, then destroy. |
| GP-M-05 | Employee Training Records, Workforce Development, Tuition Reimbursement and Other Education Assistance | | Retain 2 years, then destroy. |
| GP-M-06 | Civil Rights and Title VII Files | Contains complaints and hearing information. | Retain 7 years, then destroy. |
| GP-M-07 | Affirmative Action Plans | | Retain 2 years, then transfer to State Archives for their possible retention or destruction. |
| GP-M-08 | Accident, Health & Safety Records, Incident Reports, OSHA Reports, etc. | | Retain 5 years, then destroy. |
| GF-WV-01 | Application, Affidavit and Related Documents for Replacement Warrants Never Received, Lost, Stolen, | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-WV-02 | Auditor of State Rewrite | Form used to change the address or other information on a warrant. | Retain until no longer of administrative use, then destroy. |
| GF-WV-03 | Request for Stop, Release or Cancellation of Warrant | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-WV-04 | Vouchers and Voucher Journals | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-WV-05 | Employee Tuition Reimbursement Records | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-G-01 | Grant Applications and Related Documents | | Retain for 1 year after grant is awarded and complete, or audits conducted and closeout documents are received, then transfer to State Archives for their |

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| GF-G-02 | Federal Grant Files | All records concerning federal grants to state agencies which document the expenditure and use of federal monies. | Retain until state and federal audits have been conducted, audit reports released, and audit resolutions issued or resolved, then destroy. |
| GF-G-03 | Grant Master Information | Used to establish a grant master plan in CAS. Provides a profile of the grant. Enables the system to collect financial totals for a grant. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-BA-01 | Allotment and Plan Adjustment | Worksheets used for proposed budgets, legislative testimony and related documents. | Retain until budget is in effect, then destroy. |
| GF-BA-02 | Executive Budget Proposal | | Retain until the end of biennium, then destroy. |
| GF-BA-03 | Fund Appropriation Request | Allows state agencies to establish or increase appropriation authority in special funds. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-BA-04 | Spending Authority Adjustment | Used to transfer appropriations at the Spending Authority Code (SAC) level on the Central Accounting System between quarters of the fiscal year if they are within the same appropriation line item of an appropriation bill. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-BA-05 | Request for Transfer of General Appropriation and Re-allotment of Quarters | Allows state agencies to transfer funds between appropriation line items. O.R.C. 127.13. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-BA-06 | Refund of Expenditure Within the Biennium for Prior Year | Used to record receipts or repayment where the original payment was in error, duplicated, or made illegally. This is done within the biennium for the prior year. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-BA-07 | Controlling Board General Request | To request Controlling Board approval of emergency expenditures for Capital Improvement Projects, purchases made without competitive selection, and transfer of Capital Improvement Funds. | Retain 2 years, then destroy. |
| GF-M-01 | Internal Audit Reports | Audit reports and work papers created by an agency's internal audit unit or similar functioning unit. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-02 | Federal or State Audit Reports | Copies of audit reports issued by the Auditor of State or federal government. | Retain 2 years, then destroy. |
| GF-M-03 | Bonds & Bond Coupons, Redeemed | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-04 | Bond Registers | | Retain 10 years after final call date, then destroy. |
| GF-M-05 | Petty Cash Records | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-06 | Cash in Treasury Detail Ledger, Cash Receipt Records & Cash Transfer, Register of Intra-Treasury | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-07 | Accounting Entity Description, Accounts Payable Ledger and Accounts Receivable Ledger | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-08 | Balance Sheets | | Retain 2 years, then destroy. |
| GF-M-09 | Bank Deposit Slips, Ledgers, Bank Statements, Cancelled Checks and Related Documents | | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-10 | CAS Batch Control Sheet | Used by agency to maintain a log of batches submitted to CAS. | Retain until batches are verified, then destroy. |
| GF-M-11 | CAS Coding Attachment | Continuation Sheet for CAS documents (Formerly Encumbrance Coding Traveler). | Retain as long as attached CAS document, then destroy. |
| GF-M-12 | CAS Reports and Inquiries by Data Classification | Various computer generated reports distributed by OBM to various state agencies | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-13 | OBM Allocation Unit/SAC Definition | Used by OBM to define allocation units and be agencies to define their Spending | Retain until audited by Auditor of State and audit report is released and all |

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| | | Authority Codes (SAC's). | discrepancies are resolved, then destroy. |
| GF-M-14 | Revenue Receipts and Holding Account Redistribution | Used to deposit and record revenue receipts from any known revenue source and to hold unknown receipts for redistribution. Also used by agencies which have established a departmental holding fund from which revenue is redistributed or by any agency which receives revenue from an unknown source and deposits it to a fund using the revenue source hold. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. |
| GF-M-15 | Correction Notice | Used by State Accounting to indicate errors on documents returned to an agency site. | Retain until error is corrected, then destroy. |
| GAR-CM-03 | Correspondence, Routine | Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters. | Retain 6 months, then destroy. |
| GAR-C-03 | Contract Encumbrances, Procurements, Complaints to Vendors, and Related Contract Documents | | For sale of goods, retain five years after contract expires, then destroy. For services, retain 16 years, then destroy. |
| IT-AD-01 | Information Resources Management and Data Processing Services Plans | Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas. | Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction. See GAR-PP-02 |
| IT-AD-02 | Data Processing Policies | Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership. | Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction. See GAR-PP-02 |
| IT-AD-03 | Data Processing Product/Vendor and State Contracts Reference Files | Information on data processing equipment, software, and other products and their vendors. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-C-02 |
| IT-AD-04 | OGS Data Center Time Billing Records | Reports and other records from OGS detailing charges for use of the Office of General Services computer services including monthly billing reports, copies of vouchers and bills. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-WV-04 |
| IT-AD-05 | Copies of Purchase Requisitions, Orders, and Billing Records for Data Processing Services | Copies of records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, invoice requests, receipts, agency vouchers, service reports, and other supporting documentation. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-OES-04 |
| IT-AD-06 | Records of Chargebacks to Data Processing Services Users | Electronic and manual records used to document, calculate costs and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes. Records Not Covered: Chargeback records subject to Federal audit requirements should be scheduled separately. | Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. See GAR-OES-05 |
| IT-SD-01 | Data Systems Specifications | Records necessary for using the system: 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. | Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment, then destroy. If all data is not destroyed or transferred, transfer specifications to State Archives for their possible retention or destruction. |
| IT-SD-02 | Data Documentation/Data Dictionary Records | Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated 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. | Retain 3 years after discontinuance of system or application and until system's or application's data is destroyed or transferred to a new structure or format, then destroy. If all data is not destroyed or transferred, transfer records to State Archives for their possible retention or destruction. |
| IT-SD-03 | Automated Program Listing/Source Code | Automated program code which generates the machine-language instructions used to operate an automated information system. | Retain for 3 system update cycles after code is superseded or replaced, then destroy. |
| IT-SD-06 | Test Database/Files | Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system. | Retain until no longer of administrative value to agency, then destroy. |
| IT-OP-01 | Data Processing Operating Procedures | Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation. | Retain until superseded, obsolete or replaced, then transfer to State Archives for their possible retention or destruction. See GAR-PP-02 |

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| IT-OP-03 | Maintenance Contracts Files | Maintenance contracts for data processing equipment, and related records including copies of contracts, service histories, and work orders. | For sale of goods, retain five years after contract expires, then destroy. For services, retain 16 years, then destroy. See GAR-C-03 |
| IT-OP-04 | Operating System and Hardware Conversion Plans | Records relating to the replacement of equipment or computer operating systems. | Retain 1 year after successful conversion, then destroy. |
| IT-SD-04 | Technical Program Documentation | Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications, requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs. | Retain until all data in system has been migrated or destroyed. If all data is not destroyed or transferred, transfer documentation to State Archives for their possible retention or destruction. |
| IT-SD-05 | Data Processing Procurement Files | Records used in the procurement of system hardware and software including request for proposals, proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line. | For sale of goods, retain five years then destroy. For services, retain 16 years, then destroy. See GAR-C-01 |
| IT-OP-02 | Data Processing Hardware Documentation | Records documenting the use, operation, and maintenance of an agency's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems. | Retain until the agency no longer uses related hardware and all data is transferred to and made useable in new hardware environment, then destroy. |
| IT-OP-05 | Data Processing Disaster Preparedness and Recovery Plans | Records related to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster. | Retain until superseded by revised plan, then destroy. |
| IT-OP-06 | System Backup Files | Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction. | Retain for a minimum of 12 backup cycles, then destroy. |
| IT-OP-07 | System Users Access Records | Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files. | Retain until no longer of administrative value to agency, then destroy. |
| IT-OP-08 | Computer Usage Files | Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage. | Retain until no longer of administrative value to agency, then destroy. |
| IT-OP-09 | Summary Computer Usage Reports | Summary reports and other paper records created to document computer usage. | Retain until no longer of administrative value to agency, then destroy. |
| IT-OP-10 | 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. | Retain until no longer of administrative or fiscal value to agency, then destroy. |
| IT-OP-11 | Input Documents | Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and original records are retained by the program unit. | Retain until all data has been entered into the system and, if required, verified, then destroy. |
| IT-OP-12 | Audit Trail Files | Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle. | Retain for a minimum of 12 database/master file backup cycles, then destroy. |
| IT-OP-13 | Automated Tape Library System Files | Automated records used to control the location, maintenance, and disposition of magnetic media in a tape library. | Retain until related records or media are destroyed or withdrawn from the tape library, then destroy. |
| IT-OP-14 | Tape Library Control Records | Records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings, control logs, and "scratch reports" regarding the destruction of tape library electronic files. | Retain until superseded, then destroy. |
| IT-AS-01 | Site/Equipment Support Files | Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda. For service contracts, see IT-OP-03. | Retain site visit reports, problem and equipment service reports, and routine correspondence and memoranda until warranty or guarantee of service has expired, then destroy. Retain service histories and other summary records until the related equipment is no longer in use, then destroy. |
| IT-AS-02 | Help Desk Telephone Logs and Reports | Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes. | Retain until no longer of administrative value, then destroy. |

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| IT-AS-03 | Training Course Information | Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit. | Retain until superseded, obsolete, or replaced, then destroy. See GP-O-08 |
| IT-CS-01 | Network Usage Reports | Summary reports and other records created to document computer usage for reporting or other purposes. | Retain until no longer of administrative value to agency, then destroy. |