

2.4 INFORMATION SERVICES

The activities associated with providing the agency with information technology and services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14037 Rev. 1	<p><i>Applications/Systems – Implementation Projects</i> Records relating to the implementation of the agency’s computer software applications, databases and websites (internet and intranet). Excludes records covered by <i>Applications/Systems – Technical Design (DAN GS 14001)</i>.</p>	<p>Retain for 6 years after end of project <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 14001 Rev. 1	<p><i>Applications/Systems – Technical Design</i> Records relating to the technical design of the agency’s computer software applications, databases and websites (internet and intranet). Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. <p>Excludes records covered by <i>Applications/Systems – Implementation Projects (DAN GS 14037)</i>.</p>	<p>Retain until application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14020 Rev. 1	<p><i>Audit Trails and System Usage Monitoring</i></p> <p>Records documenting the use of the agency's information technology and communication systems to ensure security and appropriate use.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Audit trails; • Authorizations for and modifications to the configurations and settings of the agency's IT infrastructure (such as firewalls, routers, ports, network servers, etc.); • Log-in records, security logs and system usage files; • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. <p>Excludes records covered by <i>Internet Browsing (DAN GS 50010)</i>.</p>	<p>Retain for 1 year after date of activity <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 14012 Rev. 1	<p><i>Authorization – Systems/Telecommunications Access</i></p> <p>Records documenting the authorization of employees (including contractors and volunteers) to use agency systems/applications and telecommunication services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • User account creation/change requests; • Network access authorization requests; • Related correspondence/communications. 	<p>Retain for 6 years after end of fiscal year in which user account/access was terminated <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM

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GS 14015 Rev. 1	<p>Automated/Scheduled Tasks and Work/Intermediate/Test Files</p> <p>Records relating to scheduled, computer-driven tasks and other work/intermediate files.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Event logs; • Run reports and requests; • Task schedules; • Test data sets; • Successful completion reports; • Valid transaction files; • Work/intermediate files. 	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 14011 Rev. 1	<p>Backups for Disaster Preparedness/Recovery</p> <p>Routine/cyclical backups of IT systems and data for the purposes of disaster preparedness and recovery.</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM
GS 14029 Rev. 1	<p>Helpdesk Requests</p> <p>Records relating to requests for advice and assistance in using the agency's information technology and telecommunications equipment, systems and applications.</p>	<p>Retain until finalization of request</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 14031 Rev. 1	<p>Network – Design and Build</p> <p>Records relating to the design and construction of the agency’s information technology networks.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM