

STATE AGENCY RECORDS RETENTION SCHEDULE

State University Model
U. Electronic and Related Records
Master Files

Record Group
Number
7050

Series	Records Title and Description	Function and Use
U2100	Master Files (including Master Files that are components of Database Management Systems)	<p>This series consists of organized and consistent sets of information found within a computer file. This information could be the text of a word processing document, the individual data elements found within a database, the data contained in a spreadsheet, or the graphical images on a website. These records could replace, in whole or in part, hard copy administrative records scheduled for disposal under a retention schedule approved by the State Archives and Records Commission. (i.e.: if an agency began creating or receiving electronic reports that had previously been created in paper.) Master files could also consist of the same information that is contained in all or portions of the disposable record(s) it replaces or duplicates. (i.e.: if an agency is imaging paper records) The same retention period and disposal instructions apply to the electronic master file that applied to the previous paper record. Check the Commission-approved schedule to determine the retention period for the master file. Which media version of the records (paper or electronic) an agency should retain depends on a variety of factors such as cost, any potential legal requirements/restrictions, frequency of reference, and the total retention period of the records in question.</p> <p>Access Restrictions None</p> <p>Contents These records could consist of the text of a word processing document, the data elements found within a database, or the graphical images on a website.</p> <p>Retention and Disposition Delete after the expiration of the retention period authorized in a KDLA-approved schedule for the disposable hard copy file or when no longer needed, whichever is later. Which media version of the records (paper or electronic) an university should retain depends on a variety of factors such as cost, any potential legal requirements/restrictions, frequency of reference, and the total retention period of the records in question.</p>
U2144	Electronic Messages	<p>This series encompasses any communication using an electronic messaging system for the conduct of agency business. Electronic messaging systems manage and facilitate the sending and receiving of electronic messages with associated attachments and may also allow for calendaring and scheduling of appointments. These systems have become an increasingly important and common communication tool for public agencies. Unified messaging systems allow for a common user in-box for email, voicemail, and text messages allowing users to manage all three from a single point. Use of mobile technologies such as RIM's Blackberry, Personal Digital Assistants (PDA), and web-enabled cell phones enable users to access messages outside of the office setting. Electronic messaging systems such as a listserv allow for broad distribution of messages sent to a single address to multiple recipients. With the ability to attach files to electronic messages, electronic messaging systems have transitioned from simple messaging systems to repositories of public records. Most electronic messages have very limited value and can be deleted immediately upon receipt, but some document agency functions and provide evidence of agency business. The dynamic and often informal nature of electronic messages, coupled with the ease with which electronic messages can be sent and received, can lead to personal and other non-business related messages being mixed with business related messages. Electronic messages should be managed and retained in a manner that protects the integrity of the records and allows for the efficient management of the records over the prescribed retention period.</p> <p>Access Restrictions None</p> <p>Contents Electronic messages are any message sent or received by an electronic messaging system. Electronic messages may be in the form of electronic mail (email); text messages (such as on a Blackberry or other portable device); voicemail messages (in a voicemail box on a phone, or as an audio file in a unified messaging environment); or faxed messages (faxes are electronically transmitted with a paper output, or may be maintained electronically as an electronic fax.) In addition to the body of the message, text-based messaging systems (email, text messages, faxes and voicemail through a unified system) contain transactional information (sender, recipient, date, subject, etc.) in the header of the message and in the properties field of the electronic file. Email messages may also include attached files.</p> <p>Retention and Disposition Electronic messaging systems are a form of communication. The messages found in these systems can be any type of record. Identify what type of record the message is and delete after the expiration of the retention period authorized in an approved records retention schedule.</p>