

# STATE AGENCY RECORDS RETENTION SCHEDULE

State University Model  
U. Electronic and Related Records  
1. General Administration

Record Group  
Number  
7050

Series	Records Title and Description	Function and Use
<b>U2102</b>	<b>Data Processing Unit Subject Files</b>	Correspondence, memoranda, reports, publications, and related records used to support the administration of agency data processing services. These records may exist in either paper or electronic form. Note: In some cases, agencies will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation in an accessible format. This is particularly crucial if the documentation is stored in electronic form or the related records are judged to be archival (have long term and secondary research value beyond the agency). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation. EXCLUDING system documentation, this series is covered separately (See items E0016, E0017, E0019, and/or E0023)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Correspondence, memoranda, reports, publications, and related records.
	<b>Retention and Disposition</b>	Delete/Destroy when obsolete or superseded. Note: In some cases, universities will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation and source code in an accessible format. This is particularly crucial if the related records are judged to be archival (have long term and secondary research value beyond the university). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.
<b>U2103</b>	<b>Data Processing Policies</b>	Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership. These records may exist in either paper or electronic form.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Records covering access and security, systems development, data retention and disposition, and data ownership.
	<b>Retention and Disposition</b>	Destroy three (3) years after policy is withdrawn, revised, updated, or superseded.