

STATE AGENCY RECORDS RETENTION SCHEDULE

State University Model
U. Electronic and Related Records
6. Internet Services

Record Group
Number
7050

Series	Records Title and Description	Function and Use
U2140	Agency Internet Services Logs	This series consists of electronic files or automated logs created to monitor access and use of agency services provided via the Internet. These records may include services provided via an agency gopher site, FTP (file transfer protocol), or World Wide Web site, or via agency Telnet services. This series may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0053, E0056)
	Access Restrictions	None
	Contents	
	Retention and Disposition	Destroy after no longer needed, but not before audit or legal requirements for the record have been met.
U2141	Employee Internet Use Logs	This series consists of electronic files or automated logs created to monitor and control use of the Internet by agency employees. These records may include services provided via an agency gopher site, FTP (file transfer protocol), or World Wide Web site, or via agency Telnet services. This series may be needed to document services provided by the agency and access/use of these services by its customers. Records may be used for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0053, E0055)
	Access Restrictions	None
	Contents	
	Retention and Disposition	Retain until no longer useful, but not before any appropriate review and verification.
U2142	Website Content Records	This series represents any content on an agency's website that meets the statutory definition of a record [KRS 171.410 (1)], or records that may be generated when a user interacts with the website. Agency websites provide access to records that document an agency's duties and activities. In some cases agencies may be conducting business transactions or providing services to the public through its website. For a growing number of agencies, the website may be the primary point of access to agency records for the general public and agency personnel. Websites may be static with content added and removed on a regular schedule or they may be interactive and dynamic where content is pulled together at the user's request from data in agency databases. Some agency websites are relatively simple collections of the work of the entire agency, or they may be complex with each divisional unit in the agency maintaining a unique collection of pages. Agencies should analyze their websites and determine if the records found on the site are scheduled or a schedule needs to be created for the records. Some websites could contain vital records, especially those sites providing services through the site. Some websites may contain restricted information that is password protected or requires some form of registration to access the site. Agencies need to conduct a risk assessment to determine the level of recordkeeping and security required for website content.
	Access Restrictions	See function and use
	Contents	May contain a variety of records in several formats (text, data, digital image, audio, or video files). Records commonly found on agency websites include: publications (M0007), meeting minutes (M0008), annual reports (M0022), photos (M0047), press releases (M0045), maps, organizational charts (M0011), policies and procedures (M0003), and mission statements (M0014). Websites may also serve as access points for data in agency databases (E0003-Master Files). Agencies need to analyze the content of their websites and inventory the records that are found on the site.
	Retention and Disposition	Delete duplicate copies of records when no longer needed by the university. Delete official copies after the retention period authorized in a State Archives and Records Commission-approved records retention schedule. Universities that maintain permanent records on their sites should contact KDLA if the records are taken offline.

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Series	Records Title and Description	Function and Use
U2143	Website Format and Control Records	This series represents the applications automated files, commands and scripts that assist in the creation, design, and operation of a website. Agencies may use a state approved Content Management System (CMS) to control placement of content on a site, update frequency, track version control of individual pages, and manage removal of content. Agencies commonly use a standard template or style sheets to provide background layout and information that ensure uniformity of the "look and feel" of all of the pages on a site. Some websites serve as the main access point to data in agency databases and therefore use specialized applications and commands to pull and arrange that data on command. This series also includes the records that assist in controlling and tracking access to websites and the corresponding content on the site.
	Access Restrictions	None
	Contents	This series may include: style sheets; templates; XML schema or DTD's; dynamically rendered content such as Cold Fusion (.cfm) files, Hypertext Preprocessor (.php) files, Server Side Inclusions (.shtml), and Active Server Page (.asp) files; specialized scripts embedded in HTML pages (such as javascript); Common Gateway Interface (CGI); Structured Query Language (SQL).
	Retention and Disposition	Maintain until related website content file, database, or application is no longer in use or has been superseded, but not before any administrative, legal, or audit requirements have been met. Note: In some cases universities will retain data for extended periods, sometimes offline. It is essential that they retain related applications and code in an accessible format. This is particularly crucial when the related website content records are judged to be archival. When web related records are transferred to the State Archives Center, it is essential that they be accompanied by the appropriate applications, templates, and controls that allow for an accurate rendering of the content. See the appropriate transfer requirements for more instruction.