

# STATE AGENCY RECORDS RETENTION SCHEDULE

State University Model  
U. Electronic and Related Records  
5. Network/Data Communication Services

Record Group  
Number  
7050

Series	Records Title and Description	Function and Use
U2134	<b>Network Site/Equipment Support Files</b>	This series consists of records documenting support services provided to specific sites and computer to computer interfaces on a network. They may include site visit reports, trouble reports, service histories, and correspondence and memoranda. (Related record E0045, E0050, E0051)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Includes site visit reports, trouble reports, service histories, and correspondence and memoranda.
	<b>Retention and Disposition</b>	Destroy site visit reports, trouble reports, and routine correspondence 3 years after creation. Destroy service histories and other summary records after the related equipment or site is no longer in use. Note: Routine records that do not contain substantial information on the maintenance history or site can be weeded and destroyed on an annual basis.
U2135	<b>Inventories of Circuits, Network Connections (Hubs)</b>	This series consists of automated or paper records containing information on network circuits used by the agency. They may include items such as circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit. (Related record E0045, E0050, E0051)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Includes circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit.
	<b>Retention and Disposition</b>	Destroy after the circuit is no longer used by university.
U2136	<b>Network or Circuit Installation and Service Files</b>	This series consists of copies of requests by agencies to GOT or service provider for data communication service, installation, or repair and response to the request. They may include items such as work orders, correspondence, memoranda, work schedules, copies of building or circuitry diagrams, and copies of fiscal documents. (Related record E0045, E0050)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Includes work orders, correspondence, memoranda, work schedules, copies of building or circuitry diagrams, and copies of fiscal documents.
	<b>Retention and Disposition</b>	Destroy one (1) year after request is filled or repairs are made. Note: Before disposing of these records, universities must ensure that no legal actions have been initiated which might require access to them.
U2137	<b>Network Usage Files</b>	This series consists of electronic files or automated logs created to monitor network usage. These records may be needed for summary reports, system audits, system security, or other purposes. (Related records E0028, E0029, E0030, E0034, E0036, E0053, E0055, E0056)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	May include log-in files and system usage files.
	<b>Retention and Disposition</b>	Retain until no longer needed, but not before any appropriate review and verification.
U2138	<b>Network Usage Reports</b>	This series consists of summary reports and other records created to document computer usage for reporting or other purposes. These records may be needed for reporting, reference, charge-back billing, system audits, system security, evaluation of system performance, or other purposes. These records may exist in paper or electronic form. (Related records E0028, E0029, E0030, E0034, E0036, E0052, E0055, E0056)
	<b>Access Restrictions</b>	None
	<b>Contents</b>	
	<b>Retention and Disposition</b>	Destroy one (1) fiscal year after creation, but not before audit requirements are met.

# STATE AGENCY RECORDS RETENTION SCHEDULE

State University Model  
U. Electronic and Related Records  
5. Network/Data Communication Services

Record Group  
Number  
7050

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>
<b>U2139</b>	<b>Network Implementation Project Files</b>	This series consists of an agencies' records used to plan and implement a network and may include reports, justifications, working diagrams of proposed network, wiring schematics, and diagrams.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Includes reports, justifications, working diagrams of proposed network, wiring schematics, and diagrams.
	<b>Retention and Disposition</b>	Destroy after superseded, but not before audit requirements are met.