

STATE AGENCY RECORDS RETENTION SCHEDULE

State University Model
U. Electronic and Related Records
2. Systems and Application Development

Record Group
Number
7050

Series	Records Title and Description	Function and Use
U2104	<p>Application Development Project Files</p> <p>Access Restrictions None</p> <p>Contents Project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence. Records Not Covered: System or application documentation (see items E0016 and E00177)</p> <p>Retention and Disposition Delete or destroy three (3) years after system is no longer in use. Note: In some circumstances, universities may wish to maintain these files longer for reference. All relevant information and final documentation should be contained in system and application documentation files (see items E0016 and E0017).</p>	<p>Records created and used in the development, redesign, or modification of an automated system or application. These may include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence. These records may exist in paper or electronic form. Note: In some circumstances, agencies may wish to maintain these files longer for reference. All relevant information and final documentation should be contained in system and application documentation files (see items E0016 and E0017).</p>
U2105	<p>Data Systems Specifications</p> <p>Access Restrictions None</p> <p>Contents Records documenting data entry, manipulation, output and retrieval (often called "system documentation records"), records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications. Records Not Covered: Data documentation and other records used to explain the meaning, purpose, or origin of data (see item E0017).</p> <p>Retention and Disposition Destroy three (3) years after discontinuance of system or application but not before system's or application's data is destroyed or transferred to a new structure or format. Note: In some cases, universities 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 university). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.</p>	<p>User and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval (often called "system documentation records"), records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications. These records may exist in paper or electronic form.</p>
U2106	<p>Data Documentation</p> <p>Access Restrictions None</p> <p>Contents Data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. Application design documentation and user's guides covered by item E0016 may also serve to explain how data was interpreted and used.</p> <p>Retention and Disposition Destroy three (3) years after discontinuance of system or application but not before system's or application's data is destroyed or transferred to a new structure or format. Note: In some cases, universities 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 university). When archival electronic records are transferred to the State Archives, it is essential that they be accompanied by relevant and accurate data documentation.</p>	<p>These records generally created during development or modification and are necessary to access, retrieve, manipulate and interpret data in an automated system. May include data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. These records may exist in paper or electronic form. These records are essential for managing electronic records in agency automated information systems and have value as long as the data/electronic records are retained. 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.</p>

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U2107	<p>Special Purpose Programs/Source Code</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>These records consist of the application software or the automated program code which generates the machine-language instructions used to maintain a master file or database or operate an automated information system. Note: This item coincides with item E0027, System Backup Files. It assumes that the files are maintained (backed-up) and disposed in accordance with accepted data processing practice; i.e., that 3 generations of backups be retained (see item E0027).</p> <p>None</p> <p>Delete when related master file, database, or application is no longer in use and has been deleted, but not before audit requirements have been met. Note: In some cases, universities will retain data for extended periods, sometimes off-line. It is essential that they retain related documentation/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.</p>
U2108	<p>Technical Program Documentation</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>These are the paper copy of program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs. These records are used for reference, backup, system audits, to insure adequacy of change documentation, or to rectify errors in program implementation.</p> <p>None</p> <p>Paper copy of program code, program flowcharts, program maintenance log, system change notices, and other records that document modifications to computer programs.</p> <p>Destroy three (3) years after replacement, modification, or related programs cease to be used. Note: Universities may consider retaining documentation for critical systems for a longer period.</p>
U2109	<p>Test Database/Files</p> <p>Access Restrictions</p> <p>Contents</p> <p>Retention and Disposition</p>	<p>Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system</p> <p>None</p> <p>Routine or benchmark data sets, related documentation, and test results.</p> <p>Destroy when no longer needed but not before user acceptance is documented and retained three (3) years for audit requirements, and management reviews and approves test results.</p>

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Series	Records Title and Description	Function and Use
U2101	Technical Reformat File Access Restrictions Contents Retention and Disposition	This series consists of electronic files consisting of data copied from a master file or database for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the State Archives. None COM (Computer Output Microfilm), COLD (Computer Output Laser Disk), Digital to microfilm conversion. Delete when no longer needed