

Missouri General Retention and Disposition Schedule

Approved August 2, 2007 by State Records Commission In accordance with RSMo 109.250.

Cutoff Codes:

- EOFY - End of Fiscal Year in which the subject of the record occurred or ended.
- EOFY - End of Fiscal Year in which the subject of the record occurred or ended.
- EOCY - End of Calendar Year in which the subject of the record occurred or ended.

PR - Permanent Retention: Records containing sufficient historical research value to warrant their transfer to the Missouri State Archives for permanent preservation for current citizens and future generations.

Disposition Codes:

- CSA or 3 yrs - Completion of State Audit: Records are to be retained until they have met state audit requirements. Ninety (90) days after the final audit report is received these records can be destroyed. Records can be destroyed after 3 years if a State Audit has not been initiated in that time.
- DWSO - Destroy When Superseded or Obsolete. Reference copies and records of short term usefulness which should be destroyed when they no longer have reference value. May not be transferred to the State Records Center for storage. (Formerly DCA, Destroy in Current

- LS - Life of the System: Records so designated are to be retained while the system is in use plus any additional specified time.
- LD - Life of the Data: Records so designated are to be retained while the data is active plus any additional specified time..
- LSAD - Life of the System and Data: Records so designated are to be retained while the system and the resident data are active plus any additional specified time.

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Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
01	Administrative Operations		
01001.01	<u>Policy and Planning Records</u> Records documenting the development, implementation, and review of an agency's policies, programs, and activities. Records may include but are not limited to strategic and management plans, mission and goal statements, final policy statements and directives, and related correspondence.	EOFY in which superseded	PR. Retain 5 years. Transfer to the Missouri State Archives.
01001.02	<u>Policy and Planning Supporting Documentation</u> Material used in the development of policies and plans of an agency. May include but is not limited to drafts, research notes, and related documentation.	EOFY in which final version published	10 years. Destroy.

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01002	<p><u>Procedure Guidelines and Manuals</u> Documentation of internal instructions, rules, and guidelines for current agency procedures. Records may include but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, and desk manuals. Record copy maintained by issuing office.</p>	EOFY in which superseded	PR. Retain 5 years. Transfer to the Missouri State Archives.
01003	<p><u>Administrative Rules and Regulations - Agency Files</u> Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to RSMo 536. Includes significant work papers involved in development of final rule or regulation.</p>	Publication of final order of rulemaking in Missouri Register	3 years. Destroy.
01004	<p><u>Annual Report</u> A detailed explanation or description of the previous year's activity; may include mission, goals met/unmet, monies spent and or saved, employee information, and any other statistical information germane to the organization or project.</p>	EOFY in which report is released	PR. Maintain one copy. One copy sent to Missouri State Archives when distributed.
01005	<p><u>Publications</u> Documents printed or otherwise produced for wide distribution inside or outside an agency. May include but is not limited to brochures, pamphlets, posters, books, handbooks, and maps.</p>	EOCY in which material is printed and distributed	PR. Maintain one copy. One copy sent to Missouri State Archives when distributed.
01006	<p><u>Audiovisual Productions</u> Moving image and sound productions produced by an agency for wide general release. Includes, but is not limited to, instructional materials in audiovisual format, public service announcements, advertisements, radio programs, and television programs.</p>	EOCY production is released	PR. Retain 10 years. Transfer to Missouri State Archives.
01007	<p><u>News Releases</u> Records of information officially released to the media for dissemination to the public.</p>	EOCY in which released to media	PR. Maintain one copy. One copy sent to Missouri State Archives upon release.
01008	<p><u>Photographs</u> Records in this category can include photographic images recorded in a variety of media: prints, negatives, slides, and electronic files. Most photographic records are produced as a part of other record series, and so should be retained as required for other records in that series. All photographs, however, may have some historical research value. Before destroying any photographic records, agencies should contact the Visual Materials Archivist at the Missouri State Archives for consultation and review.</p>	Completion of project or event	PR. Retain 10 years. Transfer to Missouri State Archives.

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01009.01	<u>Speeches - Elected Officials and Executive Level</u> Final copies of speeches given by an agency director, deputy director and division directors. Speeches may concern policy issues, strategic planning, legislation concerning the agency, and other related topics. Includes recordings of the speech in any form, and any audio-visual content.	EOFY	PR. Maintain one copy. One copy sent to Missouri State Archives.
01009.02	<u>Speeches - Non-Executive Level</u> Final copies of speeches given by employees below the agency director, deputy director and division directors' level. Speeches concern program procedure, work activities, and related topics.	EOFY	DWSO.
01010	<u>Public Meeting Notice</u> Public notices of meetings under RSMo 610.010 (5), Missouri Sunshine Law.	EOFY	2 years. Destroy.
01011	<u>Public Information Requests and Documentation</u> Requests from the public for information pursuant to RSMo 610 (Missouri Sunshine Law) and documentation of the response.	EOFY	2 years. Destroy.
01012.01	<u>Minutes - Official State Committees, Commissions, Boards, and Councils</u> Original official records of the proceedings of meetings. May include agendas, verbatim recordings from which no transcription is made, meeting announcements, and other supporting documents.	EOFY	PR. Maintain one copy. One copy sent to Missouri State Archives.
01012.02	<u>Minutes - Verbatim Recordings (Stenographic, Audio, or Video)</u> Recordings of meetings made exclusively for note-taking or transcription of official meetings or proceedings.	Completion of transcription	1 year. Destroy.
01012.03	<u>Minutes - Agency Staff/Committee Minutes</u> Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.	EOFY	3 years. Destroy.
01013	<u>Legislative Tracking Files</u> Records that document the development and monitoring of legislation, which may have an impact on an agency's programs or policies. May include but is not limited to proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, legal research and attorney notes, drafts, committee reports, agendas, and correspondence.	EOFY in which legislative initiative is completed or abandoned	5 years. Destroy.

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Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
01014	<u>Agency Organizational Charts</u> Charts reflecting the organizational structure of the agency and its divisions. Information includes a diagram which shows systematic and symbolic program areas by name and function.	WSO	DWSO.
01015.01	<u>General Correspondence - Elected Official and Department Director</u> Documents of a general nature that were created or received in the course of leading and managing the agency or department, which are not included in another records series. Examples of general correspondence are: (a) interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; (b) daily, weekly, or monthly work assignments (including duty roster files) for agency staff; (c) calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and (d) unpublished calendars of events and activities.	Completion of term of office or tenure	PR. Transfer to the Missouri State Archives.
01015.02	<u>General Correspondence - Program Operations</u> Records of a general nature that were created or received in the course of administering the agency's programs, which are not included in another records series. Examples of administrative support documents are: (a) interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; (b) daily, weekly or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded to higher levels within the agency); (c) daily, weekly, or monthly work assignments (including duty roster files) for agency staff; (d) calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and (e) unpublished calendars of events and activities.	EOFY	3 years. Destroy.
01015.03	<u>General Correspondence - Transitory</u> Documents of short-term interest that have no documentary or evidentiary value, which are not included in another records series. Examples of transitory correspondence are: (a) routine requests for information or publications which require no administrative action, policy decision, or special compilation or research; (b) replies to routine requests as stated above; (c) letters of transmittal that do not add any information to that contained in the transmitted material; (d) quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charitable campaigns, etc.	WSO	DWSO.
01016.01	<u>Records Management Documentation - Agency Retention and Disposition Schedule</u> This document, approved by the Missouri State Records Commission, grants the agency the authority to dispose of records having met their retention requirements. Created pursuant to RSMo 109. Copies. Originals in Records Management Division of the Office of the Secretary of State.	Missouri State Records Commission approval of revised series	DWSO.
01016.02	<u>Records Management Documentation - Records Center Transmittals</u> Documentation of transfer of records to the State Records Center for storage. Copies. Originals in Records Management Division of the Office of the Secretary of State.	EOFY in which final disposition of the subject records occurs	Attach to Destruction Certificate. 5 years. Destroy.

Office Code No. 30 00 00 00 Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
01016.03	<u>Records Management Documentation - Destruction Certificates</u> Documents that verify the destruction of records that have met their retention requirements. Copies. Originals in Records Management Division of the Office of the Secretary of State.	EOFY in which final disposition of the subject records occurs	Attach to Transmittal. 5 years. Destroy.
01016.04	<u>Records Management Documentation - Transfer Certificates</u> Documents that authorize and confirm the transfer of records that have met their retention requirements to the Missouri State Archives. Copies. Originals in Records Management Division of the Office of the Secretary of State.	Approval of transfer by all parties	Attach to Transmittal. 5 years. Destroy.
01017	<u>Emergency Preparedness Plans</u> Document the plans for protection and reestablishment of agency services and equipment in case of disaster. Information includes plan, procedures, checklists, and emergency phone numbers and addresses.	WSO	DWSO.
01018	<u>Mailing Lists</u> Lists and registers used to record the names and addresses of constituents and others with whom the agency has regular contact for general purposes.	EOFY	DWSO.
01019	<u>Visitors Logs</u> Documentation of registration of non-agency personnel and visitors into the agency's building and/or office area. Information may include but is not limited to date and time visitor checked in and out, visitor name, reason for visit, agency contact name, and badge identification number.	EOFY	1 year. Destroy.
01020	<u>Financial Interest Statement Records</u> Agency documentation of filing of Personal Financial Disclosure Statement by covered employees with the State Ethics Commission per RSMo 105.483-492.	Separation from employment	5 years. Destroy.
01021	<u>Conference, Seminar, and Workshop Sponsor Records</u> Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences. Includes but not limited to planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.	EOFY in which Conference, etc. completed	CSA or 3 years. Destroy.
01022.01	<u>Internal Audits - Final Report</u> Audit reports and related documents generated through internal audits. These records are not subject to disclosure under the Missouri Sunshine Law. They may, however, contain significant documentation of value to historians. Audit records should be retained by the agency until their sensitivity has subsided, then they are transferred to the Missouri State Archives.	WSO	PR. Retain 10 years. Transfer to Missouri State Archives.

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01022.02	<p><u>Internal Audits - Work Papers</u> Supporting documentation of investigations or reviews prepared or conducted by internal auditors regarding the performance or management of a program, department or agency. Audits may assess effectiveness, economy, and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analyses, guidance, or summary information.</p>	Completion of Audit	3 years. Destroy.
02 Fiscal			
02001	<p><u>State Auditor Audit Reports</u> Agencies' copies of final reports prepared by the State Auditor. The report details and examines an agency's operations and performance. Original is maintained in the Missouri State Auditor's Office.</p>	Completion of Audit	3 years. Destroy.
02002.01	<p><u>Fiscal Notes - Agency Copy</u> Statement prepared by agency concerning impact of proposed legislation. Prepared pursuant to RSMo 23.140. Copies. Original at Committee on Legislative Research.</p>	EOFY	3 years. Destroy.
02002.02	<p><u>Fiscal Notes - Working Papers</u> Supporting documents of statement of fiscal impact prepared by agency on proposed legislation pursuant to RSMo 23.140.</p>	EOFY	3 years. Destroy.
02003.01	<p><u>Budget Files</u> Financial status reports, financial/operating documentation, quarterly allotments, and allocations used in administration of an agency's budget.</p>	EOFY	CSA or 3 years. Destroy.
02003.02	<p><u>Budget Formulation Papers</u> Includes budget research, assorted reports and worksheets associated with budget planning, and estimated cost for a fiscal year of operations, personnel services, repair, and replacement.</p>	EOFY	CSA or 3 years. Destroy.
02004	<p><u>Payroll</u> Hours to gross wage reports, time and attendance activity reports, payroll accounting adjustments, and related documents.</p>	EOFY	CSA or 3 years. Destroy.

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Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
02005	<u>Current Earnings Report</u> Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee, organized by administrative unit.	EOFY	CSA or 3 years. Destroy.
02006	<u>Payroll Requisition</u> Form requesting general revenue funds for meeting payroll obligations.	EOFY	CSA or 3 years. Destroy.
02007	<u>Employment Tax Records</u> Documentation of the collection, distribution, deposit, and transmittal of federal, state, and local income taxes and payroll taxes.	EOFY	5 years. Destroy.
02008	<u>Revenue Transmittals--Agency Copies</u> Forms sent to the Department of Revenue listing amounts received and to be deposited with the State Treasurer.	EOFY	5 years. Destroy.
02009	<u>Warrant Request or Requisition</u> Forms used to request payment from general revenue by state agencies to pay vendors for supplies and/or services the vendors have provided to the agencies.	EOFY	5 years. Destroy.
02010	<u>State Payment Requisition</u> Document recording vendor, purchase orders, encumbrance amount to be liquidated, payment made, check date, and vendor number.	EOFY	5 years. Destroy.
02011	<u>Expense Accounts</u> Records documenting funds allocated to individuals or programs for travel or other expenses incurred in the course of business. Not records of actual expenses or records that document actual payments.	EOFY	5 years. Destroy.
02012	<u>Check Registers</u> Records in SAM II or other system, whether electronic or paper, that document account activity.	EOFY	5 years. Destroy.

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02013	<u>Payment Support Documentation</u> Original billing invoices, receipts, approval documentation, and any other documentation that supports a purchase.	EOFY	5 years. Destroy.
02014.01	<u>Grant Files - Recipient</u> Records related to the expenditure of funds received under a grant. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.	EOFY in which grant closes	5 years. Destroy.
02014.02	<u>Grant Files - Grantor Agency</u> Records related to grants awarded by an agency. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient. Project completion has not occurred until all reporting requirements are satisfied and final payments have been made.	EOFY in which grant closes	5 years. Destroy.

03 Property and Facilities

03001	<u>Equipment Maintenance Contracts</u> Agreement reached between a vendor and the agency on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.	EOFY in which maintenance agreement expires	10 years. Destroy.
03002	<u>Equipment and Vehicle Use Records</u> Documentation of use of state owned equipment and vehicles. Use is measured in equipment hours, mileage, or clock hours.	EOFY in which vehicle or equipment is surplus or destroyed	CSA or 3 years. Destroy.
03003	<u>Equipment Inventory</u> Listing of the agency's fixed assets, including but not limited to computers, furniture, or specialized equipment.	WSO	CSA or 3 years. Destroy.
03004	<u>Excess and Surplus Property Report</u> Documentation of excess and surplus property transferred to Surplus Property for disposal.	EOFY	CSA or 3 years. Destroy.

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Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
03005	<u>Equipment Maintenance and Repair Records</u> Documentation of maintenance and repair on state owned or leased equipment performed in-house by the state or performed by an outside contractor.	EOFY in which equipment is surplus or destroyed	CSA or 3 years. Destroy.
03006	<u>Lease and Rental Agreements</u> Signed lease agreements for buildings or land, including amendments, extensions, and related correspondence.	EOFY in which lease expires	10 years. Destroy.
03007	<u>Blueprints of State Owned Buildings</u> Design plans for a building owned by the state. Plans include original specifications, any new construction or modification of the building, and any capital improvements. Copies. Original blueprints maintained by Office of Administration per RSMo 8.340.	Transfer of ownership or demolition of building	PR. Retain 5 years. Transfer to the Missouri State Archives.

04 Human Resources

04001.01	<u>Personnel Files --Official Record</u> Official documentation of employment history for state employees. Includes dates of hire, rehire, and reason for separation. May include but is not limited to application, resume, MERIT testing, personnel actions, evaluations, applications for insurance and benefits, and training records. At time of cutoff, personnel files may be replaced with an approved summary card which is retained in lieu of the original file. Summary cards contain the following pertinent information condensed from the personnel file: appointments, resignations, promotions, salary, years of service, and all accumulated sick leave.	Separation from employment	75 years. Destroy.
04001.02	<u>Personnel Files --Other</u> Operational unit copy of personnel records.	Separation from employment	3 years. Destroy.
04002	<u>I-9 Files</u> Includes I-9 and related documentation to confirm an employee's eligibility for legal employment in the United States. Must be filed separately from employee personnel files.	Separation from employment	3 years. Destroy.

Office Code No. 30 00 00 00	Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
04003		<u>Job Announcements</u> Announcements concerning job openings in state government. Information includes title of position, job description, salary or grade range, merit system classification, date, and instructions for application.	EOFY in which vacancy is filled or closed	1 year. Destroy.
04004.01		<u>Employment Application - Hired</u> Completed employment application and resume of applicant hired by agency. Information may include applicant's name, address, position applied for, educational background, work experience and other related material.	Upon employment	Transfer original to personnel file.
04004.02		<u>Employment Application - Not Hired</u> Completed employment application and resume of applicant not hired by agency. Information may include applicant's name, address, position applied for, educational background, work experience and other related material.	EOFY in which job is closed	1 year. Destroy.
04005.01		<u>Employee Background Checks --Hired</u> Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.	Separation from employment	5 years. Destroy.
04005.02		<u>Employee Background Checks -- Not Hired</u> Records related to the investigation of a job applicant's personal background that result in a determination of ineligibility for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.	EOFY in which background check completed	5 years. Destroy.
04006		<u>Annual Delinquent Tax Check Report</u> Report from the Department of Revenue listing tax filing status of all current employees. All state employees must be current with state taxes to be employed with the state of Missouri. RSMo 105.262. Checks are made annually for a 3-year period.	EOCY	CSA or 3 years. Destroy.
04007		<u>Personnel Performance Planning and Appraisal Evaluations</u> Records resulting from periodic assessment of employees' performance and planning for future performance.	EOFY in which completed	5 years. Destroy.
04008		<u>Personnel Action Request (PAR)</u> Official descriptions of vacant positions, responsibilities, qualifications, and pay ranges filed with human resources for the purpose of filling vacancy.	EOFY in which position is filled	CSA or 3 years. Destroy.

Office Code No. 30 00 00 00 Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
04009.01	<u>Time and Attendance Files -Official Record</u> Records related to timekeeping and payroll – including timesheets, requests for leave, requests for compensatory time, leave balance reports, etc. Frequently maintained by Human Resources section.	EOFY	CSA or 3 years. Destroy.
04009.02	<u>Time and Attendance Files - Office Copy</u> Records related to timekeeping – including timesheets, requests for leave, requests for compensatory time, leave balance reports, etc., and are maintained by the administrative assistant or supervisor of the division where the employee works.	EOFY	1 year. Destroy.
04010.01	<u>Incident Files- Claim Filed</u> Records document employee or non-employee accident and injury incidents that occur in the workplace. If this is an employee, these records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician statements, release consent forms, and related correspondence. May also be referred to as Employee Medical Files.	Filing of claim	Transfer to appropriate Claim File.
04010.02	<u>Incident Files - No Claim Filed</u> Records document employee or non-employee accident and injury incidents that occur in the workplace. Incidents may or may not result in a claim. Records may include but are not limited to incident reports, occupational injury report and investigation records, employee identification and physical assessment forms, and related documentation and correspondence.	EOFY	10 years. Destroy.
04010.03	<u>Incident Files- Hazardous Exposure</u> Documentation of employee's work related medical history related to exposure to hazardous materials. These records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. Records must be maintained for 30 years from employee separation per 29 CFR 1910.1020.	Employee separation	30 years. Destroy.
04011	<u>Workers Compensation Claim Files</u> Records of Workers Compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Include incident files and other supporting documentation. Copies. Originals kept by the Office of Administration.	Resolution of claim	5 years. Destroy.
04012	<u>Grievance Files</u> Records documenting grievances filed against state agencies or employees. May include but not limited to original grievance, investigative report, pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, and decision rendered.	EOFY Grievance resolved	3 years. Destroy.

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Retention and Disposition

04013 Affirmative Action Plan - Agency
Agency copy of state affirmative action plan, written in accordance with the Affirmative Action Program, Governor's Executive Orders, applicable federal and state laws and regulations, and the principles of affirmative action and equal employment opportunity.

WSO

DWSO.

05 Legal

05001 Attorney General Legal Opinions
Legal document prepared by the Attorney General of Missouri. Copies. Originals in Attorney General's Office.

Completion of incident or trial related to opinions

5 years. Destroy.

05002 Agency Counsel Legal Opinions
Documentation of agency's role in the process to develop, request, respond to, or present opinions on legal matters directly related to agency programs or functions generated by in-house counsel or retained legal counsel.

WSO

PR. Retain one year. Transfer one copy to Missouri State Archives.

05003 Legal Files
Papers arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by agency counsel or retained legal counsel.

EOFY in which project completed

10 years. Destroy.

05004.01 Contracts - Financial
Written obligations agreed to by the state and involves money, real estate, or deeds, per RSMo 516.110.

Completion of contract

10 years. Destroy.

05004.02 Contracts - Non-financial
Written obligations agreed to by the state that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.

Completion of contract

5 years. Destroy.

05005.01 Bids - Awarded
Records related to contracted proposals for state-funded projects or purchases.

Completion of contract

10 years. Destroy.

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05005.02	<u>Bids--Rejected</u> Records related to contractors' rejected proposals fro state-funded projects or purchases.	EOFY in which contract is awarded	5 years. Destroy.
05006	<u>Memoranda of Understanding or Agreement</u> Legal documents representing understandings between different offices of state government with other state offices, federal offices, or other entities.	Expiration of Memorandum of Understanding	10 years. Destroy.
05007	<u>Administrative Hearing Records</u> Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints. Copies. Originals retained by Administrative Hearing Commission.	Resolution or dismissal	5 years. Destroy.

06 Information Technology

06001	<u>Audit Trail Files</u> Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.	EOFY	3 years. Destroy.
06002	<u>Computer Job Schedules and Reports</u> Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.	EOFY	1 year. Destroy.
06003	<u>Computer Operations and Maintenance</u> Correspondence and related material pertaining to the office computer system, technical operation, and maintenance. Includes: schedules, console logs, computer services response time and turnaround time, system upgrade data and operational procedures.	LSAD	2 years. Destroy.
06004	<u>Operating System and Hardware Conversion Plans</u> Records relating to the replacement of equipment or computer operating systems.	EOFY in which conversion successfully completed	1 year. Destroy.

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	06005	<u>Computer Output</u> Machine-produced reports showing transactions that were accepted, rejected, suspended, or processed.	EOFY	1 year. Destroy.
	06006	<u>Computer Utilization and Billing Reports</u> Records showing computer use by each division and any charges for space or time.	EOFY	CSA or 3 years. Destroy.
	06007	<u>Data Documentation/Data Dictionary</u> Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including 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.	LSAD	5 years. Destroy.
	06008	<u>Hardware and Software Maintenance Records</u> Service/maintenance agreements for software and documentation of service, repair, and inspection of computer hardware.	LSAD	5 years. Destroy.
	06009	<u>Program Source Code</u> Automated program code which generates the machine-language instructions used to operate an automated information system.	LSAD	5 years. Destroy.
	06010	<u>Program Technical Documentation</u> Copy of program code, flowcharts, maintenance log, system and configuration architecture, system change notices and other records that document modifications to computer programs, and operations manuals that identify and interpret the business rules used to store and manage the data.	LSAD	5 years. Destroy.
	06011.01	<u>Project Planning Records - Implemented</u> Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.	LSAD	5 years. Destroy.
	06011.02	<u>Project Planning Records - Not Implemented</u> Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.	EOFY project cancelled	5 years. Destroy.

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Item #	Title and Description of Record Series	Cutoff	Retention and Disposition
06012	<u>System Back-up Files</u> Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.	Upon creation of back-up	4 weeks. Recycle.
06013	<u>System Documentation</u> User and operational guides, systems or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, input and output specifications, and documentation stating a system's purpose and objectives.	LSAD	5 years. Destroy.
06014	<u>System Management</u> Logs, journals, reports, and other supporting paperwork required to operate, manage, and control computer systems.	LSAD	5 years. Destroy.