

RETENTION SCHEDULE FOR THE INFORMATION SYSTEMS DEPARTMENT												
DEPARTMENT	DIVISION	ITEM #			TITLE	DESCRIPTION	TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
INFORMATION SYSTEMS	ALL DIVISIONS	IS	AD	020	PROGRAMMING/ SOFTWARE FILES	DOCUMENTATION FOR PROGRAMS WRITTEN, MODIFIED, OR SUPPORTED BY INFORMATION SYSTEMS. INCLUDES: SOURCE CONTROL, CODE, PROGRAMMING DOCUMENTATION	OFF		V		OBSOLETE	RECORDS ARE OBSOLETE WHEN THE SYSTEM IS NO LONGER REQUIRED PER DEPARTMENTAL RECORD RETENTION SCHEDULE. DATA REQUIRES CONFIDENTIAL DESTRUCTION.
INFORMATION SYSTEMS	ALL DIVISIONS	IS	AD	030	PROGRAMMING FILES - NOT COMPLETED	RECORDS OF PROJECTS THAT WERE NEVER COMPLETED OR EXECUTED. INCLUDES: NOTES, CORRESPONDENCE, REPORTS, BACKGROUND MATERIAL.	OFF				AC+2Y	DESTROY 2 YEARS AFTER THE CLOSE OF THE FISCAL YEAR IN WHICH THE DECISION WAS MADE NOT TO CONTINUE WITH THE PROJECT. SOME DATA REQUIRES CONFIDENTIAL DESTRUCTION.
INFORMATION SYSTEMS	INFORMATION MANAGEMENT	IS	IM	010	ACTIVITY LOGS	ELECTRONIC LOGS USED TO TRACK ACTIVITY ON THE INTERNET AND CERTAIN SYSTEMS. INCLUDES: LOGS.	OFF				1Y	
INFORMATION SYSTEMS	INFORMATION MANAGEMENT	IS	IM	020	GIS	GIS BASEMAP AND LAYERS. INCLUDES AERIAL PHOTOS AND GIS DATABASE.	OFF		V		PERMANENT	
INFORMATION SYSTEMS	INFORMATION MANAGEMENT	IS	IM	030	WEB - ACTIVITY REPORTS	ACTIVITY REPORTS FOR COUNTY WEB BASED APPLICATIONS. INCLUDES: NUMBER OF USERS ACCESSING VARIOUS WEB PAGES, TIME SPENT VIEWING EACH PAGE, ETC.	OFF				1Y	
INFORMATION SYSTEMS	RECORDS MANAGEMENT	IS	RM	010	AUTHORIZATIONS - RECORDS DESTRUCTION OR PICKUP	FORMS ALLOWING INDIVIDUALS TO AUTHORIZE DESTRUCTION OR PICKUP RECORDS IN PERSON FROM THE RECORDS CENTER. <u>TYPICAL DOCUMENTS INCLUDE:</u> AUTHORIZATION FORMS, CORRESPONDENCE.	OFF				SUP/OBS	DESTROY WHEN SUPERSEDED OR OBSOLETE.
INFORMATION SYSTEMS	RECORDS MANAGEMENT	IS	RM	020	BARCODER/ SORTER AND SHIPPING MANAGEMENT RECORDS	DAILY DETAIL OF BARCODER/SORTER RECORDS FOR THE UNITED STATES POSTAL SERVICE (USPS). INCLUDES: DAILY BARCODER/SORTER DETAIL REPORTS, ETC.	OFF				FY + 1 Y	
INFORMATION SYSTEMS	RECORDS MANAGEMENT	IS	RM	150	RECORDS CENTER ACTIVITY	DOCUMENTATION OF PHYSICAL RECORDS ACTIVITY AND INVENTORY AT THE RECORDS CENTER. INCLUDES: BOX/FILE SUBMISSIONS, RETRIEVALS, REFILES, DESTRUCTIONS, AND RELATED DESTRUCTION AUTHORIZATIONS.	OFF	C	V		AD+4Y	
INFORMATION SYSTEMS	TECHNICAL SERVICES	IS	TS	510	CAPS DATABASE	COUNTY ASSET PROJECT SYSTEM (CAPS) DATABASE CREATED AND ADMINISTERED BY CLIENT SUPPORT SERVICES. INCLUDES: INFORMATION ON HARDWARE, SOFTWARE, LICENSES, PRICE QUOTES, PROCUREMENTS, EQUIPMENT SERIAL NUMBERS, ETC.	OFF				SUP/OBS	DELETE INDIVIDUAL RECORDS WHEN SUPERSEDED OR OBSOLETE.
INFORMATION SYSTEMS	TECHNICAL SERVICES	IS	TS	101	DATA BACKUPS - ELECTRONIC MAIL	COPIES OF ELECTRONIC MAIL DATA FOR THE PURPOSE OF RECOVERING FROM A DISASTER, TECHNICAL FAILURE OR INADVERTENT DELETION.	OFF	C	V		60 DAYS	
INFORMATION SYSTEMS	TECHNICAL SERVICES	IS	TS	500	DATA BACKUPS	COPIES OF APPLICATIONS, SHARED, AND INDIVIDUAL DATA FOR THE PURPOSE OF RECOVERING FROM A DISASTER, TECHNICAL FAILURE OR INADVERTENT DELETION.	OFF	C	V		60 DAYS	

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INFORMATION SYSTEMS	TECHNICAL SERVICES	IS	TS	190	SERVICE DESK RECORDS	RECORDS CREATED TO TRACK REPORTED PROBLEMS, GENERATE STATISTICS, MANAGE COMMUNICATIONS AND PROGRAMMING/ACCESS REQUESTS, CHANGE CONTROL RECORDS, ETC.	OFF				5Y	