

100-RICR-50-10-7

TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 10 – GENERAL RECORDS RETENTION SCHEDULES

PART 7 – INFORMATION MANAGEMENT RECORDS (GRS7)

7.1 Purpose, Authority, Severability, and Destruction

7.1.1 Purpose

To establish the official retention, maintenance, and disposal requirements for a public record based upon any administrative, legal, fiscal, and/or historical value related to that record created or received by an agency, department, division, board, commission, office, or quasi-public corporation under any branch of State or local government which performs functions relating to government, or acts on behalf of a governmental agency, pursuant to law or relating to the transaction of public business.

7.1.2 Authority

This Regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws Title 38 (“Public Records”), including expressly but without limitation R.I. Gen. Laws §§ 38-3-1 et seq.

7.1.3 Severability

If any provision of these Regulations or the application thereof to any Person or circumstances is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulations shall not be affected thereby.

7.1.4 Destruction Review Procedure

Government employees should also consult with their administration to determine if any records eligible for destruction may be involved in current, pending, or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act. (Part 2 of this Subchapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

GRS7 Information Management Records

GRS7.1 System Design and Development Records

Records documenting the design and development of new records and information management systems and subsystems as well as major upgrades and significant reengineering of functionality of existing enterprise or agency information systems supporting mandate related activities and transactions. Documentation may include consultants' reports, feasibility studies, cost-benefit analyses, project management plans, system development plans, correspondence, presentations, committee meeting notes, user studies and applications development, business process analyses, business process reengineering, workflow analysis, and functional requirements specifications development, enterprise architectures, conceptual and physical design and modeling records, flowcharts, and diagrams.

Retention: Retain for life of system. Consult the State Archives Division before destroying.

Note: Retention period for this documentation may range from the point at which the system is upgraded or replaced, to the life of the system, or to permanent retention. Determining factors may include the historical or informational value of the system's data, the functional importance of the system, and the uniqueness of the system's implemented technology.

See Also: GRS7.15 (Data Administration Records), GRS7.16 (System Content), and Subchapter 20 of this Chapter (State Agency Records Retention Schedules). GRS7.17 (Website, Intranet, and Extranet Records), GRS7.17A (System Documentation – Summary Design Records) and GRS7.17B (System Documentation). For retention of documentation related to the management of software and software documentation, see GRS7.5 (Assets Inventory Control Records – Applications Software). For retention of documentation related to system security, see GRS7.8 (System Security Records). For retention of documentation related to long-term data preservation policy and strategy planning, see GRS7.9 (Data Preservation Policy and Strategy Records).

GRS7.2 System Purchasing/Resource Acquisition Records

Documents the process of acquiring systems hardware, software, and network infrastructure material. Includes documentation related to

product material, solicited advice, and the acquisition and purchase agreement process.

GRS7.2A Requests for Proposals (RFPs) [SUPERSEDED]

Documents related to RFP preparation, Letters of Interest, committee reports and evaluations of tenders.

See Also: For associated retention, see GRS8 (Fiscal Records).

GRS7.2B Vendor Materials

Collected literature and information about prospective vendors and vendor products and services. May also include correspondence, records of meetings with vendors, vendor literature, and vendor presentations materials and handouts.

Retention: Retain until of no further administrative or reference value.

GRS7.2C Post-Offer Negotiations and Due Diligence Checks [SUPERSEDED]

Documents pertaining to final negotiations of contract and verification of background, qualifications, and capability of selected vendor or company.

See Also: For associated retention, see GRS8 (Fiscal Records).

GRS7.2D Signed Agreements/Contracts [SUPERSEDED]

See Also: For associated retention, see GRS8 (Fiscal Records).

GRS7.2E Software Documentation – License Agreements

Documentation includes records of agency's purchase of licenses to implement and use system and application software programs and may also include software to make government applications and information accessible to handicapped individuals. Includes source code documentation.

Retention: Retain until license expires.

GRS7.2F Application Service Provider (ASPs) Records
[SUPERSEDED]

ASPs are companies that deliver and manage applications and computer services to subscribers or clients remotely via the Internet or a private network. Records document agreements, including service level agreements for the purchase of shared application services over the Internet.

See Also: For associated retention, see GRS8 (Fiscal Records).

GRS7.3 Systems Implementation Records

Documents the planning, execution, and implementation of system and network components in a live environment, including material related to pilot projects, beta testing, and any other documentation accumulated and consulted for decisional purposes. Documentation may include, but is not limited to, implementation plans and schedules, training plans, manuals, and workshop materials, network implementation plans and installation records, information management policy implementation, system and application installation records, quality assurance and hardware and software testing records, as well as implementation progress status reports, evaluation reports, and use acceptance documents.

Retention: Retain one (1) year after system upgrades or replacement system tested, systems administrator and users have signed off, and integrity of records and data output verified.

See Also: For retention of documentation related to software management, see GRS7.5 (Assets Inventory Control Records – Applications Software). For retention of documentation related to system security, see GRS7.8 (System Security Records).

GRS7.4 Assets Inventory Control Records – Hardware and Network Fiber

Documents pertaining to agency inventory of hardware, operating systems, and networking equipment and circuitry installed for creating, organizing, maintaining, storing, transmitting, and preserving agency records and data. Series includes records that document inventory of agency computer hardware assets, including processing and storage devices, laptops, printers, scanners, PDAs and other wireless devices, as well as network/communication infrastructure configuration and circuit layouts, network fiber, communication switches, including system

topology, and equipment barcodes. Records may include inventories and replacement or conversion plans for all devices/equipment for inputting, capturing, processing, storing, outputting, and transmitting records and data, including tape, CD and floppy libraries, as well as wireless protocol-based devices that function to record, copy, send, receive and store government business-related data and information in all media, including PDAs (personal digital assistants).

GRS7.4A Systems with Data of Continuing Value (Including Legacy Data)

Retention: Retain documentation until equipment and/or operating system has been replaced, new device(s) installed and tested, data has been transferred to new storage media, and data accuracy and/or document integrity has been successfully validated and verified.

GRS7.4B Systems Whose Data Is to Be Destroyed

Retention: Retain documentation until new equipment or operating system has been successfully installed and tested.

See Also: For hardware manuals and operating instructions see GRS7.7A (System Operations Records – Policies and Procedures).

GRS7.5 Assets Inventory Control Records – Applications Software

Series includes records concerning management of agency's software assets. Includes software and accompanying documentation.

GRS7.5A Applications Software – Non-permanent Data

Relates to applications software necessary to create, use or maintain electronic files or databases.

Retention: Retain software until all records destroyed under an approved Records Retention Schedule or one (1) year after system upgrades per GRS7.3 (Systems Implementation Records).

GRS7.5B Applications Software – Permanent Data

Includes software necessary to use, read, and maintain any information, master file or database scheduled as permanent.

Retention: Permanent.

GRS7.5C Software Configuration Management Plans (SCMP)

Encompasses records that document the state of a system's software at discrete points in time for such purposes as systematically tracking software inventory, distribution, and history of changes. Includes documents concerning control of software configuration changes, maintenance of configuration integrity and traceability throughout the system life cycle. Documentation may relate to software development project life cycle management, post-implementation management of maintenance, and incremental and major changes of agency software. May include, but is not limited to, configuration policy and procedure forms, documentation, and data related to requirements identification, build procedures, software identification, software libraries, and master software storage, software release management, application rights management, software storage locations, change control, including logs of automated software change, methods for version changes, change requests, status accounting, review and audit logs related to version control, defect management, upgrades, interfaces, reporting procedures, Customized off the Shelf (COTS) products, and support software (e.g. test files), and configuration audit documentation.

Retention: Retain documentation and data until updated, superseded, or of no further administrative value.

GRS7.5D Software Support Documentation – Permanent Records/Data

Documentation may include, but is not limited to, instructional booklets and product information, technical specifications, and product interoperability, as well as textual training manuals and digital tutorials on features and uses of system and applications software used to create records with permanent value.

Retention: Permanent.

**GRS7.5E Software Support Documentation – Systems
Containing No Permanent Records/Data**

Documentation may include, but is not limited to, instructional booklets and product information, technical specifications, and product interoperability as well as textual training manuals and digital tutorials on features and uses of system and applications software.

Retention: Retain software documentation one (1) year after new software installed and software and interfaces appropriately tested for continuing functional reliability and record/data migration or conversion has been successfully validated, verified and/or audited for system trustworthiness, and data and document integrity.

GRS7.5F Customized/Bespoke Software

Application software exclusively designed or significantly modified to support specific agency business requirement.

Retention: Retain documentation until software is replaced. Consult the State Archives Division before destroying.

See Also: GRS1.2 (Program Establishment and Development Records) and Subchapter 20 of this Chapter (State Agency Records Retention Schedules).

GRS7.5G Program Source Code

Includes program source code, which is written to generate machine language instructions used to operate applications in an automated information system.

Retention: Retain three (3) system update cycles after code is modified or superseded, and data reproduced in new system.

GRS7.6 Systems Maintenance Records

Documents policies, procedures, and routines for ensuring that optimum functionality of the existing system is available to user community on a continuous basis without changing inputs, outputs, or calculations. Also

includes records related to measures taken for the continuing availability of agency records and data for business, including documentation of scheduled and unscheduled maintenance of the system hardware, software, and network fiber.

GRS7.6A Hardware Maintenance Records

Records documenting routine service, including repair, inspection, and testing of computer hardware (mainframes, mini and microcomputers). Records may also include service orders, service histories, maintenance agreements, and certificates of performance compliance and accreditation of equipment.

Retention: Retain one (1) year or upon satisfaction of audit requirements, whichever is longer.

See Also: For retention of maintenance contracts, see GRS8 (Fiscal Records). For retention of documentation on system security, see GRS7.8 (System Security Records). For documentation on system security responses to major system crashes and disruptions, see GRS7.10 (Disaster – Crisis Documentation).

GRS7.6B Y2K Files

Records concerning the identification and correction of potential and actual Year 2000 related issues. May relate to assessment, implementations, renovations, repairs, planning, software issues, and testing. Documentation may include, but is not limited to, Y2K testing reports, testing plans, testing work papers, quality assurance reports, conversion reports, progress and status reports, audit trail records, consultant reports, disaster manuals, training materials, project files, project updates and schedules, contingency plans, data remediation records, vendor certifications, hardware and software documentation, surveys, presentations, correspondence, meeting minutes, analyses, and reference files.

Retention: Retain until of no further administrative value.

GRS7.7 Systems Operations Records

Documents information systems' programs, policies and procedures, and activities related to support of user community's daily or scheduled routines and workflow. Also includes data resulting from activities related to policies and procedures. Included are the monitoring and measurement of system performance, the management of automated routines for identifying and handling errors, unscheduled interruptions and exceptions, compilations and evaluations, timing, and statistics, defining and setting parameters, and querying the operating system environment.

GRS7.7A Policies and Procedures

Records that document policies and procedures with respect to data entry, workload and demand management, start-up and shut down, backup, storage capacity management, testing plans, error handling, processing priorities, change management, system directories, and report generation. Also included are hardware operating manuals.

Retention: Retain until superseded, or until audit requirements met, whichever is later.

See Also: GRS1.3 (Policies and Procedures).

GRS7.7B Input Records/Batch Program Files

Records created exclusively as a source of input to master data file or database. Includes paper or electronic source documents, as well as batch files accumulated for processing at scheduled times rather than processed intermittently as data becomes available, and completed forms used to transmit documents for mass computer input.

Retention: Retain until data or documents captured and verification completed.

Note: This subseries is not intended to cover digitally scanned hard copy documents. For digitally scanned documents, see appropriate record series in Subchapter 10 of this Chapter (General Records Retention Schedules), Subchapter 20 of this Chapter (State Agency Records Retention Schedules), or contact the State Archives Division. The imaging of records must meet standards enumerated

in Part 00-1 of this Chapter (Records Management).

See Also: GRS7.7C (Computer System Transaction Files).

GRS7.7C Computer System Transaction Files

Short-term computer-recorded information and documents about specific business transactions ultimately used to create and/or update content of longer-lived target (master) files. Records include, but are not limited to, work files, valid transaction files, and intermediate input/output files. The electronic file may be online, disk, or on computer magnetic tape.

Retention: Retain until completion of third update or backup cycle of transaction target file for systems that are updated cyclically.

Note: Agencies should be aware of audit record requirements for particular types of transactions (e.g. financial, system, and operations data).

GRS7.7D Computer System Master Files

Schedules or similar records that document computer jobs to be run, run requests, and other reports by computer operators or programmers on work performed.

Retention: Follow retention period for the particular type of data as authorized in this schedule or in the applicable schedule in Subchapter 20 of this Chapter (State Agency Records Retention Schedules).

GRS7.7E Computer Run Job Scheduling Records

Report records created solely in the course of scheduled and periodic monitoring and testing of system quality and performance. This includes print-related documentation.

Retention: Retain until problem evaluated, test results approved, issues resolved, and information no longer needed for reference.

GRS7.7F Computer System Test Records/System Performance Review Records

Report records created solely in the course of scheduled and periodic monitoring and testing of system quality and performance. This includes print-related documentation.

Retention: Retain until problem evaluated, test results approved, issues resolved, and information no longer needed for reference.

GRS7.7G System Backup Files (Contingency Files)

Includes system, application, and data files and records that are faithfully and regularly copied from primary storage sites to replicate servers, tape drives and placed or mirrored in a remote location to allow restoration of system to normal function and recovery of data when the primary site of information/records storage experiences system failure and master files have been lost, degraded, or rendered inaccessible.

Retention: Retain Incremental backup tapes until superseded by a full backup or when no longer needed for system restoration, whichever is later. Retain full backup tapes until a second subsequent backup tape is verified as successful or when no longer needed for system restoration, whichever is later.

Note: Back-up records should be maintained in a secure offsite facility separate from the master files or database.

GRS7.7H System Backup Logs

Hard copy or electronic reports of successful backup of system data.

Retention: Retain one (1) year.

GRS7.7I Summary and Extracted Data Files

Encompasses files that contain selected summary data aggregated, derived, or extracted from system and then transmitted, copied, printed, or merged in response to

specific needs or requests inside or outside the agency. Examples include data used to produce hard copy publications, tabulations, ledgers, registers, and reports.

Retention: Retain until distribution complete.

See Also: Some selected and derived data may have longer-term or permanent value in the context of user, client, or recipient file or document. See Subchapter 20 of this Chapter (State Agency Records Retention Schedules) or contact the State Archives Division.

GRS7.7J Work/Intermediate Files

Files temporarily retained to facilitate the processing of specific job/runs or to create, update, modify, transfer, export, import, manipulate, or sort data within an automated system. May include “macro” or “startup” files or other electronic records created to preserve a combination of data elements and/or method of displaying these data elements, when all transactions are captured in a master file, valid transaction file, or database.

Retention: Retain file until transaction is completed or until no longer required to document a valid transaction, to display data, to serve as audit trail, or to recreate or restore a business record.

GRS7.7K System Audit Trail Files

Consists of data documenting the monitoring of system use and activities to ensure the integrity and reliability of data, and to determine system user needs. Data may include log-on and log-off records, capture, edit, and deletion dates, and related audit fields generated during the creation of master files or databases during a processing cycle.

Retention: Retain three (3) years.

GRS7.7L Technical Reformat Files

Electronic files consisting of records or data copied from a complete or master file and specifically reformatted to

enable transmission of understandable information or documents to a different platform or system.

Retention: Retain reformatted file until no longer needed for administrative, legal, audit, or operational purposes.

GRS7.7M Computer Usage Logs

Records/data that monitor and report levels and patterns of individual and organizational usage of system hardware, software application, and internet resources, including but not limited to log in files, system usage files, application usage files, data entry logs, and records of individual computer usage. May also include levels of storage and network/bandwidth traffic and other documentation related to activities for monitoring and ensuring optimal efficiency of system resource use.

Retention: Retain until of no further administrative value or after relevant audit requirement met, whichever is later.

GRS7.7N IT Service Status Reports (System Metrics)

Routine IT support service reports documenting measurement of system hardware, software, and service performance and workload. May include processing statistics – number of jobs run, number of jobs run successfully, throughput times, online availability and system down time, print utilization, as well as system updates and changes, personnel training, usage statistics, run time averages, number of incidents (errors, exceptions, and interruptions) and Call Center/Help Desk performance.

Retention: Retain one (1) year after resolution of issues.

GRS7.7O Requests for Technical Support Services

Documents pertaining to routine requests to IT support services to restore non-critical services and functions at individual or group workstations. Included are service request forms, electronic Help Desk tickets, request logs, chargebacks for services rendered, and other computer service request forms.

Retention: Retain one (1) year after resolution.

GRS7.7P Tape Library Control Records

Includes automated records and manual files used to control the location, maintenance, and disposition of magnetic media in a tape library, including lists of holdings and control logs.

Retention: Retain until updated, superseded, or of no further administrative value.

GRS7.7Q File Destruction Reports (Scratch Reports)

Reports regarding the destruction of tape library electronic files.

Retention: Retain until updated, superseded, or of no further administrative value, or after management approval, if required.

GRS7.8 System Security Records

Records related to measures to ensure that unauthorized persons do not access system information, that unauthorized persons do not alter information, or cannot alter it in a way that is not detectable by authorized users, and that users are the persons they claim to be. Measures may include risk avoidance, deterrence, prevention, detection, and recovery.

See Also: For retention of documentation related to access to facilities housing computer equipment, see GRS3.1 (Facility Entrance Authorization Records) and GRS3.2 (Visitor Control Files/Logs).

GRS7.8A Security Policy Records

Documents security policies, processes, and procedures for protecting information and record keeping systems against unauthorized access and disruption of system environments. Included are policies on hardware and software protection, system and application access permissions, usage logs, audit trails, and redundancy measures as well as documents on appropriateness of resource usage.

Retention: Retain until updated, superseded, or of no further administrative value.

See Also: GRS1.3 (Policies and Procedures).

GRS7.8B Risk Management Records

Documentation pertaining to the identification, assessment, prevention, and preparation of responses to various sources of threat to information systems containing government owned records and data. Records may include reports and briefing documents on system characterization, threat and vulnerability identification, control analysis, likelihood determination, impact analysis, risk determination, control recommendations, and results documentation. May also include disaster plans, business resumption plans, and contingency plans for salvaging data, maintaining continuity of operations, and restoring system services.

Retention: Retain until documentation superseded.

See Also: GRS1.3 (Policies and Procedures), GRS3.12 (Disaster Plans – Disaster/Recovery Planning), GRS6.4 (Security of Records Documentation), GRS7.9 (Data Preservation Policy and Strategy Records), and GRS7.10 (Disaster – Crisis Documentation).

GRS7.8C Security Review and Audit Records

Includes records that document internal or external reviews and audits of system security, policies and procedures created to control access to computer resources, including records documenting periodic audits or review and re-certification of sensitive applications. Documentation may include, but is not limited to, audit plans and procedures, audit steps performed and evidence gathered, reports and correspondence concerning findings, conclusions, and recommendations with respect to agency risk assessments, firewalls, intrusion detection, irregularities and illegal acts, breeches of security policies and procedures, penetration testing and vulnerability, and management controls of encryption methods.

Retention: Retain until review/audit completed and issues addressed or until of no further administrative value, whichever is later.

GRS7.8D System User Master Lists and Rights Management

Records document the establishment, maintenance, and management of individuals' right of access to view, use, or modify various information system and applications programs and data. These rights may be established in accordance with state records access law, IT security requirements, or business policy. Master file may consist of on-line electronic user account files containing names, user ID codes, access rights and privileges, and passwords (to data, applications, communications, and other system devices).

Retention: Retain until updated or superseded. Files may be modified and/or purged as needed in accordance with written agency access controls policy and procedures.

GRS7.9 Data Preservation Policy and Strategy Records

Includes records that document agency policies, strategies, and methods to ensure continuing integrity and access to content, structure and creation context of digitally stored records and data with long-term or permanent value. May include, but is not limited to, preservation plans for copying, conversion, migration, and refreshing of data, conversion of current data and legacy data to new formats or copying of converted records onto existing formats. May also include re-engineering, reverse engineering, including application replacement plans, as well as emulation or migration plans.

Retention: Retain until updated or superseded.

See Also: For documentation relating to measures to protect systems against loss of information as a result of unauthorized or illegal, intentional, or unintentional, access to, deletion, or destruction of data, see GRS7.8 (System Security Records).

GRS7.10 Disaster – Crisis Documentation

Records documenting actions, events, and decisions relating to actual disasters or crises that result in serious damage to information resource infrastructure, major disruption of system operations, and actual or threatened loss of significant government records and data.

Retention: Permanent.

GRS7.11 Data/Resource Sharing Agreements

Documents related to agreements for sharing data and other information resources between and among agencies and other organizational entities within and beyond the jurisdiction of the state.

Retention: Retain ten (10) years after expiration of agreement.

GRS7.12 Wireless/Portable Device Policy Records

Includes records that document agency policy concerning the management of government information in wireless and/or portable computer devices with processing, communication and/or information storage capacity, including laptops, notebooks, tablets, and cell phones with multimedia capability, including voice-enabled computers.

Retention: Retain until policy updated or superseded.

GRS7.13 Emerging Technology Records

Documentation pertaining to research on current and emerging information technologies and their potential to enhance agency services. (R.I. Gen. Laws §§ 29-8-10(i)(2) and 29-8-10(j)(1))

Retention: Retain until of no further administrative value.

GRS7.14 IT Resource Planning Reports Series Description

Agency Long Range Information Resource Plans previously submitted to the Information Resources Management Board, to a successor authority, or developed for the agency's own purposes. (R.I. Gen. Laws § 29-8-10(b))

Retention: Permanent.

GRS7.15 Data Administration Records

Documents the intellectual infrastructure of agency data, including metadata information on the meaning, purpose, structure and logical relationships among information content and record objects. May include, but is not limited to, information architectures and models, control data elements, record layouts, code books and logical relationships/tables, metadata schemes and models, Document Type Definitions, Resource Description Frameworks, data dictionaries, directories, classification systems, folder management schemes, and vocabulary authorities.

GRS7.15A Non-Permanent Records/Data

Retention: Retain three (3) years after schemes have been superseded, or records and data destroyed, or custody transferred.

GRS7.15B Permanent Records/Data

Retention: Transfer metadata information to the State Archives Division when agency transfers data for permanent preservation.

GRS7.16 System Content

Includes data and records related to conducting agency business.

GRS7.16A Word Processed Documents – Official Record Printed to Paper and Filed in File Folder

Includes all word-processed documents that are printed and placed in a file folder.

Retention: Retain electronic document until official paper record generated and placed in appropriate folder.

Note: Diversity of content and purpose of word-processed documents means that no single retention period can adequately accommodate the different business, legal and other requirements of all such documents. Consult appropriate Records Retention Schedule (Subchapters 10 (General Records Retention Schedules) or 20 (State Agency Records Retention Schedules) of this Chapter) to identify matching record series and determine applicable retention period.

GRS7.16B Word Processed Documents – Official Record Saved in Electronic Form Only [SUPERSEDED]

Includes all word-processed documents stored and kept exclusively in an electronic file folder as the agency's official record.

Retention: Diversity of content and purpose of word-processed documents means that no single retention period can adequately accommodate the different business, legal

and other requirements of all such documents. Consult appropriate Records Retention Schedule (Subchapters 10 (General Records Retention Schedules) or 20 (State Agency Records Retention Schedules) of this Chapter) to identify matching record series and determine applicable retention period.

GRS7.16C Electronic Mail Messages – Used to Produce Hard Copy Official Record Filed in Agency Records Keeping System

Includes all incoming, outgoing, and forwarded messages, as well as attached files and documents, sent or received via an electronic mail system, and then printed to paper and kept as official record.

Retention: Retain electronic document until official paper record, including header information and attachments, is printed, and placed in appropriate folder.

Note: Diversity of content and purpose of electronic mail messages and associated documents means that no single retention period can adequately accommodate the different business, legal and other requirements of all such documents. Consult appropriate Records Retention Schedule (Subchapters 10 (General Records Retention Schedules) or 20 (State Agency Records Retention Schedules) of this Chapter) to identify matching record series and determine applicable retention period.

GRS7.16D Electronic Mail Messages – Maintained in Electronic Form Only [SUPERSEDED]

Includes all incoming, outgoing, and forwarded messages, and attached files and documents, sent, or received via an electronic mail system.

Retention: Diversity of content and purpose of electronic mail messages and associated documents means that no single retention

period can adequately accommodate the different business, legal and other requirements of all documents. Consult appropriate Records Retention Schedule (Subchapters 10 (General Records Retention Schedules) or 20 (State Agency Records Retention Schedules) of this Chapter) to identify matching record series and determine applicable retention period.

GRS7.16E Databases [SUPERSEDED]

Includes electronic documents, files, and data created, gathered or received, stored and retained in a database management system.

Retention: Diversity of database content and purpose means that no single retention period can adequately accommodate the different business, legal and other requirements of all data and records. Consult appropriate Records Retention Schedule (Subchapters 10 (General Records Retention Schedules) or 20 (State Agency Records Retention Schedules) of this Chapter) to identify the particular database, dataset, or other data files to determine applicable retention period. Agencies should consult the State Archives Division if they have doubts about the applicable retention conditions.

GRS7.16F Print Screens

Screen views printed to paper for reference purposes.

Retention: Retain until of no further administrative value.

GRS7.17 Web-Related Records

GRS7.17A System Documentation – Summary Design Records

Records that document initial agency public web presence, virtual private networks (VPN), intranet, or extranet site design and construction, subsequent major page/site redesigns and changes, as well as layout at

time of site closure. May include, but is not limited to, documentation pertaining to site purpose, major features, functions, sections, site diagrams, descriptions of data sources, screen dumps of major pages, related correspondence, and memos.

Retention: Permanent.

Note: Major page/site redesigns and changes refers to significant alteration of presentation, structure, or functionality. Changes do not encompass introduction of new informational or documentary content, or deletion of existing informational or documentary content.

See Also: GRS7.17D (Site Content – Website, Intranet, and Extranet Content Records).

GRS7.17B System Documentation – All Other Design Records

Records include, but are not limited to, documentation relating to draft site designs and minor design changes.

Retention: Retain three (3) years, or for one (1) year after site closure, whichever is earlier.

GRS7.17C System Documentation – Site Management Records [SUPERSEDED]

Records include, but are not limited to, strategies, plans, policies and procedures, memos and correspondence relating to hardware, software applications, site operation and maintenance, site access and security, and tracking of content changes.

See Also: For retention of documentation related to site hardware and software assets, see GRS7.4 (Assets Inventory Control Records – Hardware and Network Fiber) and GRS7.5 (Assets Inventory Control Records – Applications Software). For retention of documentation related to system maintenance, see GRS7.6 (Systems Maintenance Records). For retention of documentation related to system operation, including website usage statistics, see GRS7.7 (System

Operations Records). For retention of documentation related to site access and security, see GRS7.8 (System Security Records). For retention of documentation related to measure for preservation of site content, see GRS7.9 (Data Preservation Policy and Strategy Records). For retention of site informational and documentary content, see GRS7.17D (Site Content – Website, Intranet, and Extranet Content Records).

GRS7.17D Site Content – Website, Intranet, and Extranet Content Records [SUPERSEDED]

Encompasses documentary content (text, graphics, and sound) that agencies specifically create and post to agency web, virtual private networks (VPN) intranet or extranet, as well as pre-existing documents prepared for posting, and documentation of links to external sources such as databases. May also include directory structures in which content files are placed.

Retention: Diversity of web, intranet, and extranet content, content distribution (existence of copies of documents elsewhere than on the site), and purpose means that no single retention period or disposition condition can adequately accommodate the different business, legal and other requirements of all site posted data and records. Consult appropriate Records Retention Schedule (Subchapters 10 (General Records Retention Schedules) or 20 (State Agency Records Retention Schedules) of this Chapter) to identify matching record series and determine applicable retention period and disposition requirements.

See Also: For retention of documentation related to directory structures, see GRS7.15 (Data Administration Records).