

LIBRARY OF VIRGINIA

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 July 2008)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 113
ALL STATE AGENCIES
INFORMATION TECHNOLOGY**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: _____

Conly A. Edwards

EFFECTIVE SCHEDULE DATE: MAR 19 2008

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Information Technology Assistance Records</u> This series documents troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. This series may include but is not limited to: help desk assistance requests, resolution records, and related documentation.	000147	Retain 1 year after issue has been resolved then destroy.
<u>Network Diagrams</u> This series documents the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, and management of day-to-day operations. This series consists of both logical and physical network diagrams.	000148	Retain until superseded or obsolete then destroy.
<u>Project Documentation Files</u> This series consists of records created to design, develop, control, or monitor a specific project or group of projects. This series may include but is not limited to: statements of work, post-implementation evaluations, quality assurance assessments, and testing records.		Refer to series 100355, "Project Documentation Files – Historically Significant" and 100356, "Project Documentation Files – Other Files" in <i>General Records Retention & Disposition Schedule No. GS-101, Administrative Records</i> for retention period.
<u>Software License and Copyright Provisions Records</u> This series documents compliance with agency software license and copyright provisions. This series may include but is not limited to: software licenses, correspondence, and related documentation.	000150	Retain 1 year after life of system then destroy.
<u>System Access Records</u> This series documents user permissions and access to information within a system. This series may include but is not limited to: a list of users with access to personally identifiable information (PII); documentation of access; and changes to user accounts and access rights. <i>Code of Virginia § 2.2-3803</i>	000151	Retain 3 years after termination of user access, date of list, or until personal information is purged, whichever is shorter, then destroy. <i>Code of Virginia § 2.2-3803</i>

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<u>System Documentation Records</u> This series documents operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. This series may include but is not limited to: system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	000152	Retain 1 year after life of system then destroy.
<u>System Maintenance Records: Hardware Repair or Service</u> This series documents inspections, maintenance, and repairs of agency computer systems that are owned or leased. This series may include, but is not limited to: computer equipment inventories and service records.	000153	Retain 1 year after life of system or hardware then destroy.
<u>System Maintenance Records: Records Backups</u> This series documents regular or essential system backups. This series may include but is not limited to: backup tape inventories, relevant correspondence, and related documentation.	000154	Retain until superseded or obsolete then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Web Management and Operations Records: Structure</u> This series consists of site maps that show the directory structure into which content pages are organized and commercial, off-the-shelf (COTS) software configuration files used to operate the site and establish its look and feel. This series may include but is not limited to server environment configuration specifications.	000155	Retain until related Web content records are destroyed then destroy.
<u>Web Pages and Related Scripts: Duplicate Records</u> This series consists of information adapted for Web use but which exists as a master copy in another format.	000156	Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.