

STATE AGENCIES' RECORDS SCHEDULE
S6: INFORMATION SYSTEMS RECORDS

(Revised: 12/2010)



STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

1. **AUTHORITY:** The Office of the Public Records Administrator issues this records schedule under the authority granted it by CGS §11-8 and §11-8a.
2. **SUPERSEDENCE:** This schedule supersedes all previously approved *State Agencies' Records Retention Schedules: S6: Electronic Data Processing Records*.
3. **FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the retention period listed for the records series.
4. **DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Certificate of Records Disposition for Information Systems Records* (Form RC-109) and the *Records Disposition Authorization* (Form RC-108), available at <http://www.cslib.org/publicrecords/opraforms.htm#forms>.
 - a. The RC-109 must be signed by the agency Information Technology Manager or Designee, the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator **prior** to the destruction of any records denoted in the disposition column as “Destroy in agreement with *Certificate of Records Disposition for Information Systems Records* (Form RC-109).” The certificate should be submitted by December 15th for the upcoming calendar year. The certificate is valid for one (1) year.
 - b. The RC-108 must be signed by the agency RMLO, the State Archivist, and the Public Records Administrator **prior** to the destruction of any records denoted in the disposition column as “Destroy after receipt of signed Form RC-108.”
5. **DESTRUCTION HOLDS:** No record may be destroyed if there is a hold due to pending case, claim, or action, litigation, governmental investigation, or audit.

Series #	Records Series Title	Description	Retention	Disposition	Notes and Citations
S6-010	Information Systems Assistance Records	Consists of records that document incoming requests for technical assistance and responses to those requests. Including but not limited to: help desk assistance requests, resolution records, and related correspondence.	1 year from date service performed	Destroy after receipt of signed Form RC-108	
S6-020	Information Systems Backup Recovery Media	Consists of backup media needed to restore systems and data in the event of a loss of information.	Until three (3) most recent backup cycles	Destroy in agreement with <i>Certificate of Records Disposition for Information Systems Records</i> (Form RC-109)	Backup cycle frequency is determined by each agency. If the systems are no longer maintained, the agency may destroy the backup media when no longer needed for disaster recovery purposes.
S6-030	Information Systems Certificates of Compliance	Consists of information systems certificates complying with retention and disposition requirements established by the Office of the Public Records Administrator.	1 year from date superseded	Destroy after receipt of signed Form RC-108	Certificates are active for corresponding calendar year; State Library maintains record copy permanently.

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Series #	Records Series Title	Description	Retention	Disposition	Notes and Citations
S6-040	Information Systems Data or Database Dictionary Documentation	Consists of records that document database and data file documentation. Including but not limited to: data dictionaries, metadata documentation, data element reports, diagram of logical data model, and any other database or data file documentation that could be used for reference material.	Until discontinuance or modification of the related application, but not before the application's data is destroyed or transferred to a new structure or format	Destroy in agreement with <i>Certificate of Records Disposition for Information Systems Records</i> (Form RC-109)	
S6-050	Information Systems Development Records	Consists of records created and used to develop, redesign or modify an automated software system or application. Including but not limited to: user requirements, status reports, correspondence, and high-productivity tool logic constructs used to generate such components as reports, queries, forms, and macros, user and operational documentation describing system operations, including system documentation records, user guides, system diagrams, input/output specifications, and related System Development Methodology (SDM) records.	Until discontinuance or modification of the related application, but not before the application's data is destroyed or transferred to a new structure or format	Destroy in agreement with <i>Certificate of Records Disposition for Information Systems Records</i> (Form RC-109)	
S6-060	Information Systems Documentation Records	Consists of records that describe the agencies' local and wide area network schematics and information systems environment, including the system, application design, and database.	Until superseded or system is no longer operational	Destroy in agreement with <i>Certificate of Records Disposition for Information Systems Records</i> (Form RC-109)	
S6-070	Information Systems Maintenance Records	Consists of records that document support services provided to equipment or installations. Including but not limited to: site visit reports, program and equipment service reports, service histories, and related correspondence.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	See S3 for retention of related fiscal records.
S6-080	Information Systems Operation Documentation Records	Consists of records concerning processes for data entry, the operation of computer equipment, production control, tape library, system backup, operation, and maintenance of an agency's information systems operation documentation. Including but not limited to: operating manuals, hardware/operating system requirements, hardware configurations, scheduled jobs, and equipment control systems and other aspects of a data processing operation.	Until superseded or system is no longer operational	Destroy in agreement with <i>Certificate of Records Disposition for Information Systems Records</i> (Form RC-109)	

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Series #	Records Series Title	Description	Retention	Disposition	Notes and Citations
S6-090	Information Systems Security Access Records	Consists of records that document users' access rights and privileges to data repositories or granting authorization to systems, applications or databases based on a unique user identity.	1 year from date access privileges revoked	Destroy after receipt of signed Form RC-108	
S6-100	Information Systems Usage Records	Consists of records that document the monitoring of the use of the agency's network traffic and system access by its customers or employees. Including but not limited to: system usage files (user account logs, records and access authorization log files) and network usage files (log-in records, security logs, router logs, and firewall logs).	Until no longer administratively valuable	Destroy in agreement with <i>Certificate of Records Disposition for Information Systems Records</i> (Form RC-109)	Each agency should document how long individual usage records are maintained pursuant to defined administrative value.
S6-110	Source Code	Consists of production source code used to operate an information system.	Until three (3) source code productions or discontinuance or modification of the related application, but not before the application's data is destroyed or transferred to a new structure or format	Destroy in agreement with <i>Certificate of Records Disposition for Information Systems Records</i> (Form RC-109)	