



AGENDA
STATE RECORDS COMMITTEE
September 17, 2015
10:00AM

Location: New Jersey State Records Center Conference Room
2300 Stuyvesant Avenue
Trenton, NJ 08625-0661
(www.nj.gov/treasury/revenue/rms/directions.shtml)

Announcement of Open Public Meeting

- I. Review of July 16, 2015 minutes**
- II. Administrative Actions:**
 - A. Announcement of Approval of Destruction Authorization:**
 - 1. Routine Request: #86-270 – #86-879
 - 2. Artemis Request: #521188 - #522030
 - B. Registered Imaging Systems / Amendments / Annual Reviews:**
Report to the State Records Committee (See Attached)
- III. Old Business:**
 - A. Records Retention Schedules:** (See Attached)
 - County Agency General Schedule** - C820000-010 – Presented by Nichole Carthan & Vilirie Perry – Item 0706-0000 - Video Surveillance Recordings Only
 - Municipal Agency General Schedule** – M100000-009 – Presented by Nichole Carthan & Vilirie Perry - Item 0706-0000 - Video Surveillance Recordings Only
 - State General Schedule** - G100000-007 – Presented by Nichole Carthan & Vilirie Perry – Item 2100-0000 - Video Surveillance Recordings Only
- IV. Records Retention:**
 - A. Records Retention Schedules:** (See Attached)
 - Department of Health** – Presented by John Berry
Commissioner’s Office, Health Care Quality Assessment – S460119-002
 - State General Schedule** - Presented by Irwin Nadel
Electronic Records - G100000-007 Items 2200-0000 – 2214-0000
- V. Other Business: (None)**



MINUTES
STATE RECORDS COMMITTEE
July 16, 2015

Michael J. Tyger, Secretary, called the 418th meeting of the State Records Committee to order at 10:04 a.m. on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

Mr. Tyger stated that there is a quorum with all members present and welcomed Colleen Kelly, from Department of Community Affairs, Division of Local Government Services. Mr. Tyger also stated that Ms. Kelly is observing today's proceedings as we transition to new representation from that department.

ATTENDANCE:

SRC: State Treasurer, Michael Tyger, designee
State Auditor, William Robinson, designee
Division of Local Government Services, Colleen Kelly
Attorney General, Todd Wigder, designee & Cameryn Hinton, alternate designee
State Archives, Joseph Klett

Staff: Sharon Allen, Technical Assistant II, Records Management Services
John Berry, Records Analyst I, Records Management Services
Nichole Carthan, Records Manager, Records Management Services
Vilirie D. Perry, Records Analyst I, Records Management Services
Irwin Nadel, Chief of Operations, Records Management Services
Marcella Giordano, Records Analyst II, Records Management Services
Baljinder Pannu, Data Entry Operator, Records Management Services
Marcella Campbell, Technical Assistant I, Treasury
Virma Guzman-Reyes, Head Audit Account Clerk, Records Management Services
Ellen Callahan, NJ State Archives, Department of State

Other: Elaine White, Department of Health
Marguerite Hubscher, Lisa Chiarello, George Rojas, Mercer County Clerk's Office
Robert Gallagher, City of Jersey City
Dan Freed, Sussex County
Allen Kurdyln, Vinny Giacomini, Somerset County
Marc Pfeiffer, Bloustein Local

Joanne McKinley, Accses NJ /CNA Services
Sharon Young, West Windsor Township

MINUTES:

APPROVAL OF PREVIOUS SRC MEETING MINUTES:

Upon motion, seconded, the Committee voted to approve the May 21, 2015 minutes, three (3) yes, none (0) no, and one (1) abstention.

I. ADMINISTRATIVE ACTIONS:

A. Announcement of Approval of Destruction Authorizations:

- 1. Secretary Tyger announced the approval of routine hardcopy request for disposal of public Records: #86-019 - #86-269**
- 2. Secretary Tyger announced the approval of routine online Artemis requests for disposal of public records: #520248 - #521187**

B. Records Management:

Report to the State Records Committee: (See attached)

C. Imaging Processing System Certification:

Report to the State Records Committee: (See attached)

II. IMAGING CERTIFICATION:

- A. Borough of Ship Bottom** – Borough of Ship Bottom proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Hudson Community Enterprises will produce their archival microfilm. As recommended by the certifying Records Analyst, Marcella Giordano, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant’s image processing system. (Certification #15071601-MF)
- B. Clearview Regional High School** - Clearview Regional High School proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Hudson Community Enterprises will produce their archival microfilm. As recommended by the certifying Records Analyst, Vilirie Perry, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant’s image processing system. (Certification #15071602-MF)
- C. Ridgewood Public Schools** - Ridgewood Public Schools proposes an imaging system. AccuScan Digital Archival Solutions is the vendor. Access New Jersey will produce their archival microfilm, by way of Hudson Community Enterprises. As recommended by the certifying Records Analyst, Vilirie Perry, the system meets all of the requirements for certification. Upon motion, seconded, the Committee approved certification of the applicant’s image processing system. (Certification #15071603-MF)

III. OLD BUSINESS:

- A. Special Request and Authorization for Disposal of Damaged Records** - (See attached)
1. **Old Bridge Library** – Presented by Vilirie Perry – Old Bridge Library met all conditions that were required when the destruction request was approved at the May 21, 2015 meeting.

IV. NEW BUSINESS:

A. Records Retention Schedules (See Attached)

Community Affairs – Presented by Nichole Carthan

Local Government Services – Local Finance Board (DCA) – S220303-004 Item 0002-0000 – Approved without changes.

Department of Health – Presented by John Berry

Division of HIV, STD and TB Services, Bureau of Tuberculosis Control – S461310-001 – Approved without changes.

County Agency General Schedule (Video Surveillance Recordings) – Presented by Nichole Carthan & Vilirie Perry – C820000-010 Item 0706-0000 – Tabled

Municipal Agency General Schedule (Video Surveillance Recordings) – Presented by Nichole Carthan & Vilirie Perry – M100000-009 Item 0706-0000 - Tabled

State General Schedule (Video Surveillance Recordings) – Presented by Nichole Carthan & Vilirie Perry – G100000-007 Item 2100-0000 - Tabled

After some excellent questions and debate on exact meaning and wording, as well as some valuable input from the attendees of this public session, the committee decided to hold any voting on the County, Municipal & State schedules for video surveillance records until the language can be modified and Criminal Justice review can be completed. The plan will be to complete the changes and review and bring the schedules back for voting at the next SRC meeting.

V. OTHER BUSINESS:

1. Records Management noted that, with rule changes now in effect, the Image Processing System Certification process will no longer be required. Rather, agencies will go through Registration for Public Records Management systems and some type of report will be developed to put these routine registrations on the record through SRC minutes. Marc Pfeiffer commended the Records Management staff for all the work that was done for updating and streamlining records management rules.
2. Irwin Nadel of DORES brought up the continuing need to meet with Archives regarding procedural changes and Mr. Klett's concerns about identifying records for archival review. Mr. Nadel noted that Artemis may assist with some of the procedural issues.

3. Mr. Nadel asked about scheduling a special SRC meeting in August regarding the IT Data Retention Schedules that were presented a few months ago. However, the details must still be worked out between Archives and DORES. Without the schedules being ready at this point, and without a definite commitment that they could be ready for August, Mr. Tyger suggested that a Special Meeting is premature. Instead, the goal will be to bring final schedules to the next SRC Meeting in September.

There being no other business, the Committee adjourned at 11:05 am.

Michael Tyger
Secretary
State Records Committee

Registered Imaging Systems / Amendments / Annual Reviews September 17, 2015

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
New Registration: Vilirie Perry	15091701- MF	Folsom Elementary School District	System meets all requirements for registration.	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	15091702- MF	Pascack Valley Regional High School District	System meets all requirements for registration.	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	15091703- MF	Passaic County Educational Services Commission	System meets all requirements for registration.	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	15091704- MF	Pohatcong Schools	System meets all requirements for registration.	AccuScan Digital Archival Solutions/ ACCSES New Jersey CNA
New Registration: Vilirie Perry	15091705- NM	William Paterson University	System meets all requirements for registration.	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 17, 2015

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: Marcella Campbell	00121401-MF	County of Middlesex Office of the County Clerk	Added Records Series	N/A
Annual Review & Amendment: Marcella Campbell	02051601-NM	Township of Upper Clerk's Office	Added Records Series, New/Upgrade of Hardware	N/A
Annual Review & Amendment: James Jenkins	03061901-NM	New Jersey Health Care Facilities Financing Authority Division of Operations	Change in Support Vendor, Upgrade of Disaster Recovery Plan	Integrated Data Solutions
Annual Review & Amendment: John Berry	07031501-MF	Union County Enterprise Wide	Added Records Series New/Upgrade of Software, Upgrade of Disaster Recovery Plan	N/A
Annual Review & Amendment: Marcella Campbell	07110802-MF	County of Middlesex Planning and Engineering	Change in Support Vendor	Switched from LargDoc solutions to AccScan
Annual Review & Amendment: John Berry	08032004-MF	County of Sussex Clerk's Office	New/Upgrade of Software	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 17, 2015

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review & Amendment: John Berry	08071702-MF	County of Sussex Office of the Clerk E-Recording	New/Upgrade of Software	N/A
Annual Review & Amendment: John Berry	08121801-MF	Department of Law & Public Safety, Consumer Affairs	Added Records Series, Upgrade of Disaster Recovery Plan, New/Upgrade of Hardware, New/Upgrade of Software	N/A
Annual Review & Amendment: John Berry	09082004-MF	County of Union Engineering	Added Records Series, Upgrade of Disaster Recovery Plan	N/A
Annual Review & Amendment: John Berry	11012030-NM	Lakeland Regional High School	Added Records Series	N/A
Annual Review & Amendment: John Berry	12021601-NM	Borough of Roselle Park	Added Records Series, Upgrade of Disaster Recovery Plan	N/A
Annual Review & Amendment: Vilirie Perry	13071807-NM	Rowan University Enterprise Systems	New/Upgrade of Hardware	N/A
Annual Review: James Jenkins	02041802-NM	Borough of Carteret Clerk's Office	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 17, 2015				
Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: James Jenkins	06042001- NM	City of Summit Clerk's Office	N/A	N/A
Annual Review: James Jenkins	07021505- MF	County of Hudson Enterprise Wide	N/A	N/A
Annual Review: Marcella Giordano	07051703- MF	County of Morris Clerk's Office	N/A	N/A
Annual Review: Marcella Giordano	08061902- MF	County of Morris E- Recording	N/A	N/A
Annual Review: Marcella Campbell	09021903- NM	County of Hunterdon Prosecutor's Office	N/A	N/A
Annual Review: Vilirie Perry	09071605- NM	Rutgers University Robert Wood Johnson Medical School	N/A	N/A
Annual Review: Marcella Giordano	10102126- MF	Parsippany- Troy Hills Township	N/A	N/A

Registered Imaging Systems / Amendments / Annual Reviews September 17, 2015

Action Type/Analyst	Registration #	Agency	Comments	Vendor (if Applicable)
Annual Review: Marcella Giordano	10052010- MF	Borough of Palisades Park	N/A	N/A
Annual Review: Vilirie Perry	11012031- NM	West Orange Board of Education	N/A	N/A
Annual Review: Marcella Giordano	11072106- MF	City of Millville	N/A	N/A
Annual Review: Vilirie Perry	12062104- MF	New Providence School District	N/A	N/A
Annual Review: Marcella Campbell	14051503- NM	Ocean County Board of Social Services	N/A	N/A
Annual Review: John Berry	14051506- NM	Hudson County Department of Family Services Division of Welfare	N/A	N/A

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	County Agency General Records Retention Schedule		AGENCY #C820000
DIVISION:	SCHEDULE #010		
BUREAU:	PAGE #	1	OF 1

AMENDMENTS

FORMER AGENCY NAME	County Agency General Records Retention Schedule
FORMER AGENCY NUMBER	C820000
FORMER SCHEDULE #	009

AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION	NEW DESIGNATION
0706-0000	Video Surveillance Recordings	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # C820000	SCHEDULE # 010	PAGE # 1 OF 32
DEPARTMENT: County Agency General Records Retention Schedule		AGENCY REPRESENTATIVE: Colleen Kelly		
DIVISION:		TITLE: Supervising Community Service Officer		
BUREAU:		PHONE #: 609-292-0827		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	C820000	010	32 OF 32

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0705-0001	Usage Log Log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.	30 days		Destroy
0705-0002	Transaction/Click Through Log Log tracking the number of times an agency's website is accessed from outside the agency.	30 days		Destroy
0705-0003	Website Creation and Update File File pertaining to an agency's website creation and upgrade(s). Contains: research documents, source code, input documents, testing reports, screen copies, and supporting documentation.	30 days after website is discontinued		Destroy
0705-0004	Information Technology Program Documentation File File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.	7 yrs after program is either superseded or discontinued		Archival review
0705-0005	Information Technology Operating System Documentation File File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.	7 yrs after system is either superseded or discontinued		Archival review
0706-0000	Video Surveillance Recordings Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the County offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).	30 days after last recording or until the footage is properly passed to a responsible official if a reportable incident occurs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT SCHEDULE HEADING	Municipal Agency General Records Retention Schedule	AGENCY #M100000	
DIVISION:		SCHEDULE #009	
BUREAU:		PAGE # 1	OF 1

AMENDMENTS

FORMER AGENCY NAME	Municipal Agency General Records Retention Schedule
FORMER AGENCY NUMBER	M100000
FORMER SCHEDULE #	008

AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION	NEW DESIGNATION
0706-0000	Video Surveillance Recordings	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M100000	SCHEDULE # 009	PAGE # 1 OF 33
DEPARTMENT: Municipal Agency General Records Retention Schedule		AGENCY REPRESENTATIVE: Colleen Kelly		
DIVISION:		TITLE: Supervising Community Service Officer		
BUREAU:		PHONE #: 609-292-0827		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p align="center">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p align="center">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # M100000	SCHEDULE # 009	PAGE # 33 OF 33
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0705-0004	Information Technology Program Documentation File File contains but is not limited to application documentation, source and object code, test results, data models for application development, backup and recovery documentation, and application standards.	7 yrs after program is either superseded or discontinued		Archival review
0705-0005	Information Technology Operating System Documentation File File contains but is not limited to system requirements, design, and supporting documents; production environment data; and backup and recovery documentation.	7 yrs after system is either superseded or discontinued		Archival review
0706-0000	Video Surveillance Recordings Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the Municipal offices of the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).	30 days after last recording or until the footage is properly passed to a responsible official if a reportable incident occurs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT			
DEPARTMENT	State Agency General Records Retention Schedule		AGENCY # G100000
DIVISION:	SCHEDULE # 007		
BUREAU:	PAGE #	1	OF 1

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	State Agency General Records Retention Schedule
FORMER AGENCY NUMBER	G100000
FORMER SCHEDULE #	006

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
2100-0000	Video Surveillance Recordings	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # G100000	SCHEDULE # 007	PAGE # 1 OF 43
DEPARTMENT: State General Records Retention Schedule		AGENCY REPRESENTATIVE: Irwin Nadel		
DIVISION:		TITLE: Chief		
BUREAU:		PHONE# 609.530.3201		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 43 OF 43
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
2000-0008	E-Mail Record Reports and Publications Agency e-mail records pertaining to or encompassing: Agency Monthly Report(Copy) and Agency Weekly Report (Original and Copy). Records Series Included: 1601-0000 through 1602-0000. *Destroy as per CL. 14-12 DORES/OIT	7 yrs		Destroy
2100-0000	Video Surveillance Recordings Real-time footage of buildings, grounds, and physical properties that are owned or controlled via leases or other contractual arrangements by the State of New Jersey. If an incident on the footage has been reported, the agency must defer to appropriate law enforcement schedule. (Incidents may include things such as a slip and fall, motor vehicle accident or crime).	30 days after last recording or until the footage is properly passed to a responsible official if a reportable incident occurs		Destroy

Research: Video Surveillance Recordings

Source:	Series #	Description	Retention Time
Missouri	GS 088	Surveillance Camera Video - Records activities in public area such as streets, parking garage, and public buildings including city halls, schools, courthouses and jails	30 days and review
Virginia	12281	Security and Surveillance Tapes: Not Used as Evidence - This series documents the surveillance and monitoring of a building or area for security purposes. This series may include, but is not limited to audio or video recordings.	30 Days after creation
Rhode Island	GRS 3.6	Video Monitoring Tapes/Digital Recordings - Recording media used for the surveillance of property/building/rooms for security purposes. May include video tapes, digital media.	thirty (30) days before reuse
Washington State	GS50-06B-18	Security Monitoring – Oversight/ Surveillance Recordings	Retain for 30 days after last recording or until determined that no incident occurred, whichever is sooner
New York State	90303	Building Visitor Logs and Security Videotapes - Logs of entry to and exit from agency facilities containing visitor name, organization or business, address, reason for visit or person/unit visited, and dates and times of entry and exit. Also includes videotapes or other recordings prepared for security purposes that document specific incidents and merit retention for administrative or potential legal uses.	Destroy 3 years after the end of the year to which they relate
North Carolina County Management	#37	Office Security Records - Records concerning the security of county offices, facilities, vehicles, equipment, and personnel. May include visitor register, security, employee or contractor access to facilities or resources, and surveillance system reports and recordings.	a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation. b) Destroy in office all remaining records after 1 year.
NARA	Schedule #21, item 18	Routine Surveillance Recordings	Destroy when 6 months old (N1-GRS-98-2, item 40)

Records Retention and Disposition Schedule Amendment

DEPARTMENT: Health	AGENCY #S460119		
DIVISION: Commissioner's Office	SCHEDULE #002		
BUREAU: Health Care Quality Assessment	PAGE #	1	OF
			3

Agency Level Amendments

Former Agency Name (Department/Division/Bureau)	Department: Health and Senior Services
Former Agency Number	N/A

Records Series Level Amendments

Record Series #	Record Series Name	Type of Change	Former Designation (if applicable)	New Designation (if applicable)
0001-0000	Cardiac Services Data Collection/Report (Electronic)	Title; Description; Superseded record series	Cardiac Services Data Collection/ Report (Electronic); Patient-level data on cardiac procedures such as surgery, primary and elective angioplasty (also known as PCI), and diagnostic catheterization, performed in NJ hospitals. Patient level cardiac surgery data has been collected since 1994 while catheterization data has been collected since 2001.; S460119 001 0001-0000	Cardiac Services Data Collection Documents (Electronic); Delete description; S460119 002 0001-0000
0001-0001	Cardiac Surgery in New Jersey - Annual Report	Obsolete record series - See: State General Records Retention Schedule	S460119 001 0001-0001	N/A
0001-0002	Cardiac Services Data Collection/ Report (Electronic)	Title; Description; Superseded record series	Cardiac Services Data Collection/ Report (Electronic); N/A; S460119 001 0001-0002	Cardiac Services Data Collection Documents (Electronic); Patient-level data on cardiac procedures such as surgery, primary and

*SRC = STATE RECORDS CENTER; CRC = COMMERCIAL RECORDS CENTER

DEPARTMENT OF THE TREASURY – DIVISION OF REVENUE AND ENTERPRISE SERVICES – RECORDS MANAGEMENT SERVICES

RM-10 (1/13)

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	S460119	002	2 OF 3

				elective angioplasty (also known as PCI), and diagnostic catheterization, performed in NJ hospitals. Patient level cardiac surgery data has been collected since 1994 while catheterization data has been collected since 2001.; S460119 002 0001-0000
0002-0000	Uniform Billing Data (UB-04 Form) (Electronic)	Description; Superseded record series	Data collected and used to produce reports on patient admissions and emergency room visits in New Jersey each year. Data is submitted using federally-approved Medicare billing forms (currently UB-04; previously UB92, UB82, and UBPS), for certain categories, such as inpatient admissions, same day surgery, outpatient visits, emergency department visits, and long-term acute care discharges. Data is extracted and provided to specific DHSS programs for analysis. Data is also made available to the public in response to OPRA requests. Summary data is available electronically (DHSS website) on admissions, charges, etc.; S460119 001 0002-0000	Data collected and used to produce reports on patient admissions and emergency room visits in New Jersey each year. Data is submitted using federally-approved Medicare billing forms (currently UB-04; previously UB92, UB82, and UBPS), for certain categories, such as inpatient admissions, same day surgery, outpatient visits, emergency department visits, and long-term acute care discharges. Data is extracted and provided to specific Department of Health (DOH) programs for analysis. Data is also made available to the public in response to OPRA requests. Summary data is available electronically (DOH website) on admissions, charges, etc.; S460119 002 0002-0000
0003-0000	Bariatric Surgery in NJ Report	Obsolete record series - See: State General Records Retention Schedule	S460119 001 0003-0000	N/A
0004-0000	Hospital Quality	Obsolete record series - See: State General Records	S460119 001 0004-0000	N/A

*SRC = STATE RECORDS CENTER; CRC = COMMERCIAL RECORDS CENTER

DEPARTMENT OF THE TREASURY – DIVISION OF REVENUE AND ENTERPRISE SERVICES – RECORDS MANAGEMENT SERVICES

RM-10 (1/13)

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY #	SCHEDULE #	PAGE #
	S460119	002	3 OF 3

		Retention Schedule		
0004-0001	Hospital Quality Indicators Reports	Obsolete record series - See: State General Records Retention Schedule	S460119 001 0004-0001	N/A
0004-0002	Hospital Performance Report	Obsolete record series - See: State General Records Retention Schedule	S460119 001 0004-0002	N/A
0005-0000	Patient Safety/Medical Error Reporting System	Superseded record series	S460119 001 0005-0000	S460119 002 0003-0000
0005-0001	Patient Safety/Medical Error Reporting System (Data)	Title; Add description; Retention; Superseded record series	Patient Safety/Medical Error Reporting System (Data); N/A; 5 years/Erased; S460119 001 0005-0001	Patient Safety/Medical Error Reporting System (Electronic/Paper Data); The Patient Safety Regulations provide for the use of aggregated, de-identified data to determine statewide averages and trends in reported preventable adverse events and near-misses within New Jersey healthcare facilities. *NOTE: Retention of the electronic data for 10 years allows the healthcare facilities to monitor trends at their facilities and would be beneficial in their Quality Improvement efforts.; 10 years*/Erased; S460119 002 0003-0000
0005-0002	Annual Summary Statistical Report on Patient Safety	Obsolete record series - See: State General Records Retention Schedule	S460119 001 0005-0002	N/A

*SRC = STATE RECORDS CENTER; CRC = COMMERCIAL RECORDS CENTER

DEPARTMENT OF THE TREASURY - DIVISION OF REVENUE AND ENTERPRISE SERVICES - RECORDS MANAGEMENT SERVICES

RM-10 (1/13)

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # S460119	SCHEDULE # 002	PAGE # 1 OF 2
DEPARTMENT:	Health	AGENCY REPRESENTATIVE: Elaine White		
DIVISION:	Commissioner's Office	TITLE: Administrative Analyst 1		
BUREAU:	Health Care Quality Assessment	PHONE #: (609) 292-3614		
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S460119	SCHEDULE # 002	PAGE # 2 OF 2
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RECORDS SERIES #	RECORDS SERIES TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0001-0000	Cardiac Services Data Collection Documents (Electronic) Patient-level data on cardiac procedures such as surgery, primary and elective angioplasty (also known as PCI), and diagnostic catheterization, performed in NJ hospitals. Patient level cardiac surgery data has been collected since 1994 while catheterization data has been collected since 2001.	20 years		Erase
0002-0000	Uniform Billing Data (UB-04 Form) (Electronic) Data collected and used to produce reports on patient admissions and emergency room visits in New Jersey each year. Data is submitted using federally-approved Medicare billing forms (currently UB-04; previously UB92, UB82, and UBPS), for certain categories, such as inpatient admissions, same day surgery, outpatient visits, emergency department visits, and long-term acute care discharges. Data is extracted and provided to specific Department of Health (DOH) programs for analysis. Data is also made available to the public in response to OPRA requests. Summary data is available electronically (DOH website) on admissions, charges, etc.	10 years		Erase
0003-0000	Patient Safety/Medical Error Reporting System (Electronic/Paper Data) Currently, acute care hospitals are required to report adverse patient events and analyze their causes. In the future, reporting requirements will be expanded to include long term care and ambulatory facilities. The Patient Safety Regulations provide for the use of aggregated, de-identified data to determine statewide averages and trends in reported preventable adverse events and near-misses within New Jersey healthcare facilities. *NOTE: Retention of the electronic data for 10 years allows the healthcare facilities to monitor trends at their facilities and would be beneficial in their Quality Improvement efforts.	10 years*		Erase/Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT	State Agency General Records Retention Schedule	AGENCY # G100000		
DIVISION:		SCHEDULE # 007		
BUREAU:		PAGE #	1	OF
				3

AGENCY AMENDMENTS

FORMER AGENCY NAME (DEPARTMENT/DIVISION/BUREAU)	State Agency General Records Retention Schedule
FORMER AGENCY NUMBER	G100000
FORMER SCHEDULE #	006

RECORDS SERIES AMENDMENTS

RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
2200-0000	Supplemental Information Sources, Finding Aids and Indexes	New		
2201-0000	Output records	New		
2201-0001	Ad hoc and routine operational reports	New		
2201-0002	Data file outputs	New		
2202-0000	Non-recordkeeping copies of electronic records	New		
2203-0000	Systems and data security records	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE # 2 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
2204-0000	Computer security incident handling, reporting and follow-up records	New		
2205-0000	System access records	New		
2205-0001	Records associated with systems that do not require special accountability for access	New		
2205-0002	Records associated with systems that require special accountability for access (as defined via regulation or statute)	New		
2206-0000	System/transaction backups and tape library records	New		
2206-0001	Incremental back-up files	New		
2206-0002	Full back-up files	New		
2206-0003	Backups of master files and databases	New		
2207-0000	Public Key Infrastructure (PKI) records	New		
2207-0001	Administrative records	New		
2207-0002	Transaction-specific records	New		
2208-0000	Information technology development project records	New		
2209-0000	System development records	New		
2210-0000	Special purpose computer programs and applications	New		
	Information technology operations and	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT	AGENCY #	SCHEDULE #	PAGE # 3 OF 3
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RECORD SERIES #	RECORD SERIES NAME	TYPE OF CHANGE	FORMER DESIGNATION (IF APPLICABLE)	NEW DESIGNATION (IF APPLICABLE)
2211-0000	maintenance records			
2212-0000	Configuration and Change Management Records	New		
2213-0000	Information technology oversight and compliance records	New		
2214-0000	Electronic administrative resource files	New		

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # G100000	SCHEDULE # 007	PAGE # 1 OF 53
DEPARTMENT: State General Records Retention Schedule		AGENCY REPRESENTATIVE: Irwin Nadel		
DIVISION:		TITLE: Chief		
BUREAU:		PHONE# 609.530.3201		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	

		AGENCY	RECORDS CENTER	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 44 OF 53
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		AGENCY	RECORDS CENTER	
2200-0000	Supplemental Information Sources, Finding Aids and Indexes This series includes electronic abstracts or summaries of records contained in separate original records systems and/or indexes, lists, registers and other finding aids used as reference sources that complement and provide access to separately-stored original records. These records can be used as information sources apart from the related original records.	Retain with related original records or when the agency determines that the abstracts, summaries, finding aids/indexes are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.		Destroy
2201-0000	Output records This series includes records derived directly from the electronic system or database such as system-generated reports (in hardcopy or electronic format), online displays, summary statistical information, or any combination of the above.			
2201-0001	Ad hoc and routine operational reports. Includes reports derived from electronic records or system queries created on an ad hoc, one-time basis or on a periodic basis for reference purposes. This item encompasses ad hoc reports created from or queries conducted across multiple linked databases or systems.	Retain until business use ceases.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 45 OF 53
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		AGENCY	RECORDS CENTER	
2201-0002	<p>Data file outputs Data files or copies of electronic records created from databases or unstructured electronic records for the purpose of information sharing or reference, including data files consisting of summarized or aggregated information, electronic files consisting of extracted information, print files, and technical reformat files (electronic files consisting of copies of a master file or part of a master file used for information exchange).</p> <p>Exclusion 1: This schedule does not apply to:</p> <ul style="list-style-type: none"> • Reports created to satisfy established reporting requirements (e.g. statistical reports produced quarterly in accordance with an agency directive or law, or other regular reports to management). • Query results/electronic reports created in response to a formal request from a higher-level office of the agency or an entity external to the agency. • Records containing substantive information not included in the resource electronic records system or database. • Data files consisting of summarized information from unscheduled electronic records or records scheduled as permanent but no longer exist or can no longer be accessed. <p>File the records above with an appropriate agency-specific records series when applicable. If not applicable, contact the Records Management Services Unit to schedule the records.</p>	Retain until business use ceases.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 46 OF 53
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		AGENCY	RECORDS CENTER	
2202-0000	<p>Non-recordkeeping copies of electronic records Includes non-recordkeeping copies of electronic records maintained in email systems, computer hard drives, network drives, collaboration sites, web servers, or other locations, after the official versions have been copied to a centralized recordkeeping system/database, or otherwise preserved. This encompasses non-record keeping copies of e-mails, attachments and associated metadata stored under the centralized framework set forth in CL NO 14-12 DORES/OIT. This series also includes: documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent; electronic spreadsheets; digital video or audio files; text messages; digital maps or architectural drawings; and copies of various types of electronic records maintained on websites or web servers, but EXCLUDING web pages themselves.</p>	Retain until copied to the centralized recordkeeping system/database or otherwise preserved.		Destroy
2203-0000	<p>Systems and data security records Includes records related to maintaining the security of information technology (IT) systems and data, as well as security of facilities. It encompasses records such as official procedures for securing systems/data and maintaining underlying IT infrastructures, as well as system risk management/vulnerability analyses and analyses of security policies, processes, and guidelines.</p> <p>Specific document types included in this record series include: system security, disaster recovery and continuity of operations plans; published computer technical manuals and guides; references materials used to produce guidelines covering security issues (for specific systems and equipment); records on disaster exercises and resulting evaluations; network vulnerability assessments; risk surveys; service test plans; and test files/data.</p>	Retain for 1 year following system supersession or replacement.		Destroy

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		AGENCY	RECORDS CENTER	
2204-0000	Computer security incident handling, reporting and follow-up records Contains records that relate to computer incidents as defined by the Office of Information Technology (11-03-P1-NJOIT). It encompasses records that document attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper staff usage, failure of security provisions or procedures, and potentially compromised information assets.	Retain for 3 years after all necessary follow-up actions have been completed.		Destroy
2205-0000	System access records Includes records that are created as part of the user identification and authorization process associated with information and records system access. The records contained in this records series are used to monitor inappropriate systems access by users. It may include user profiles, log-in files, password files, audit trail files/extracts, system usage files, and usage data required to assess charges for system use.			
2205-0001	Records associated with systems that do not require special accountability for access	Retain until no longer needed for business use.		Destroy
2205-0002	Records associated with systems that require special accountability for access (as defined via regulation or statute) Exclusion 1. Excludes records relating to electronic signatures (see below).	Retain for 7 years following password change or account termination.		Destroy
2206-0000	System/transaction backups and tape library records Includes back-up files maintained for potential system or transaction restoration in the event of a system failure or loss of data/records.			
2206-0001	Incremental back-up files	Retain until superseded by a full back-up.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 48 OF 53
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		AGENCY	RECORDS CENTER	
2206-0002	Full back-up files	Retain until second subsequent full backup is verified as successful.		Destroy
2206-0003	Backups of master files and databases Include back-ups that are full replications of database or records system contents that are to be used as replacements for databases or master files that have been lost due to system failures or errors.	Retain until second subsequent full backup is verified as successful.		Destroy
2207-0000	Public Key Infrastructure (PKI) records Includes records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process, as well as to transaction- specific records that are generated for each transaction using PKI digital signature technology.			
2207-0001	Administrative records Included in this grouping are records involved in the set-up and administration of a PKI program including: policies and procedures; planning records; configuration information; validation records; operation records; audit and monitor records; and termination, consolidation or reorganizing records.	Retain for 7 years following the supersession or termination of the certificate authority.		Destroy
2207-0002	Transaction-specific records Encompasses transaction-specific records that are generated for each transaction that uses PKI digital signature technology. These records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. They may vary from transaction-to-transaction and agency-to-agency.	Retain for the same period of time set forth in the agency's retention schedule for the transaction that the PKI digital signature is designed to protect.		Destroy

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		AGENCY	RECORDS CENTER	
2208-0000	<p>Information technology development project records Infrastructure project records. Includes records relating to Information Technology (IT) infrastructure, systems, and services projects, which document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications resources. It includes requirements for and about implementation of functions such as: maintaining servers of all kinds; desktop computers; mobile devices and other hardware; network operating systems and shared applications; and data telecommunications facilities. It may also include records of infrastructure development and maintenance activities encompassing acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting.</p> <p>Examples of record types includes: procurement processing/ tracking content; installation and testing records; installation reviews and briefings; quality assurance and security reviews; requirements/specifications; technology refresh plans; operational support plans; test plans; and models, diagrams, schematics, and technical documentation.</p> <p>Exclusion: Records contained within agency application systems that support or document agency activities and decisions are not covered by this item. Such records must be covered under approved individual agency records schedules and/or approved General Records Schedule G100000-007</p>	Retain for 7 years following project completion.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 50 OF 53
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		AGENCY	RECORDS CENTER	
2209-0000	<p>System development records Relates to the development of Information Technology (IT) systems and software applications that provide agencies with specific business functionality from transaction processing, to content storage/analysis and through to policy and decision-making support. It covers records generated in the initial development stages up until hand-off to production, as well as procurement processing and tracking records related to system development activities.</p> <p>Exclusion: This item does not apply to system data or content.</p> <p>Note: For certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as-built design or maintenance of an electronic system containing permanent records, consult with the Department of the Treasury, Records Management Unit before initiating disposal actions.</p>	Retain for 7 years following system supersession, iteration, or termination.		Destroy
2210-0000	<p>Special purpose computer programs and applications Includes computer software programs or applications that are developed by an agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule.</p> <p>Exclusion: This item does not cover commercial, off-the-shelf (COTS) programs or applications, unless the agency has modified such programs or applications considerably to perform a mission-related function.</p> <p>Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period.</p>	Retain until related master file or database has been deleted or until there is no longer a business use for the programs/applications.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 51 OF 53
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		AGENCY	RECORDS CENTER	
2211-0000	<p>Information technology operations and maintenance records Includes records that relate to activities associated with the operations and maintenance of information technology systems and services used to supply the agency and its staff with access to computers and data telecommunications. It includes records associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and maintenance on network infrastructure. Record types include: [Files identifying IT facilities and sites; files concerning implementation of IT facility and site management; equip. support services provided to specific sites (reviews, site visit & trouble reports, equip. service histories, reports of follow-up actions, related correspondence); equip. control systems; requests for service; work orders; services histories; workload schedules; run reports, schedules of maintenance and support activities; problem reports and related decision documents reports on operations; measure of benchmarks (performance indicators and monitoring, error and exception reporting, self-assessments, management reports); website administration (frames, templates, style sheets, site maps, codes that determine site architecture, changes requests)].</p> <p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records (below).</p> <p>Note 2: Records needed to support contracts should be in procurement files, which are scheduled under General Records Schedule G100000.</p>	Retain for 6 years.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 52 OF 53
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		AGENCY	RECORDS CENTER	
2212-0000	<p>Configuration and Change Management Records Includes records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. It includes:</p> <ul style="list-style-type: none"> • Inventories of IT assets, network circuits, and building or circuitry diagrams. • Data and detailed reports on implementation of systems, applications and modifications. • Application sizing, resource and demand management records. • Documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes. • Documentation of software distribution (including COTS software license management files) and release or version management. <p>Note: For documentation relating to systems containing permanent electronic records, consult with the Department of the Treasury, Records Management Services before initiating disposal actions.</p>	Retain for 7 years following system supersession, iteration, or termination.		Destroy
2213-0000	<p>Information technology oversight and compliance records Includes records associated with documenting compliance with information technology policies, directives, and plans.</p> <p>Note: Copies of security plans are covered under General Records Schedule G100000. However, copies of such plans may be interfiled within this series.</p>	Retain for 6 years following completion of compliance tracking project/activity/transaction is completed or superseded.		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # G100000	SCHEDULE # 007	PAGE # 53 OF 53
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		AGENCY	RECORDS CENTER	
2214-0000	Electronic administrative resource files Electronic file shares and other digital content stores that contain administrative, research and reference information, along with commentary and staff dialogue on the information/content. Included are items such as periodic reports used for routine daily management of operations, copies of policies and procedures, form templates, staff announcements, work-in-progress materials including drafts of all kinds and associated commentary, help scripts for office information systems, help desk logs, discussion streams regarding daily operations, and contact lists.	Retain until no longer needed for administrative purposes.		Destroy