

Information Technology Record Retention & Backup Schedule September, 2010

Definition of terms:

- o <u>Record Retention:</u> Each City department is responsible for their own record retention. Therefore IT Record Retention refers only to internal IT records.
- <u>Backups:</u> The purpose of backups (a.k.a. "tapes or digital snapshot") is for recovery of data in the event of a system failure, business resumption or a disaster, not record retention.

The two goals of this communication are to:

- 1) <u>Identify IT Records</u> that must be retained permanently or temporarily due to federal or state legal requirements or for valid administrative purposes. Tom Pelster is the record retention coordinator for our department.
- 2) <u>Provide information</u> regarding the routine and timely disposal of IT backups which do not need to be retained for legal or administrative reasons and have no historical value. IT backups will be retained as follows:
 - o Single daily backup snapshot taken at the end of the day will be held for 30 days.
 - Single monthly backup snapshot taken at end of the month will be held for 90 days.

Record Description	Retention Schedule
Disaster Preparedness and Recovery Plan	Superseded + 2 Years
2. Standard Operating Procedures	Superseded + 3 years
3. Backup Files / Tape Library / Digital Snapshot	3 months
4. Test System (Test Program / Database)	Transitory/Delete as see fit
5. Website Content Records	Transitory/ Delete as see fit
6. System Log File (Non-essential / PC Level)	3 Months
7. System Log File (Mission Critical / External Agencies)	2 Years
8. IT Inventory Records	Life of Equipment + 2 Years
9. Digital Voicemail / Digital Fax	100 Days
10. Digital Video Surveillance	1 Year
11. Citywide, GIS Datasets (active)	Superseded + 2 Years
12. Citywide, GIS Datasets (inactive)	Closed + 2 Years
13. Citywide, GIS Aerial Photography	Permanent
Note: Maps/reports, etc. fall under the existing Citywide / Department /	
Division Files – General (2 years)	