

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

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

EFFECTIVE SCHEDULE DATE: March 19, 2009

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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 This series consists of both logical and physical network diagrams.	000148	Retain until superseded or obsolete then destroy.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 General Records Retention & Disposition Schedule No. GS-101, Administrative Records 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.