

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTRONIC RECORDS**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGER-001	<p><b>MASTER FILES / MASTER RECORDS</b></p> <p>Relatively permanent computer files containing an organized, consistent set of records of complete and accurate information. Usually referred to as a data system or record-keeping system.</p>		<p>Maintain at agency. Delete after expiration of the retention period as authorized by this schedule.</p> <p>NOTE: If data system replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.</p>
LGER-002	<p><b>RECORDS USED TO CREATE AND MAINTAIN MASTER FILES / RECORDS</b></p> <p>Records recorded on electronic media used to create or update a master file, including, but not limited to, work files, transaction files, and intermediate input/output records.</p>		<p>Delete after information has been transferred to the master file and verified.</p> <p>NOTE: If this data is necessary to reconstruct the master file or required for audit, it should be listed on an agency approved records retention schedule.</p>
LGER-003	<p><b>TEST RECORDS</b></p> <p>Electronic files or reports created in the monitoring and testing of system quality and performance.</p>		<p>Delete/destroy after test is evaluated, and all problems or issues are resolved.</p>
LGER-004	<p><b>PRINT RECORDS</b></p> <p>Records extracted from a data file without changing values, often producing hard copy publications, tabulations, ledgers, registers and reports.</p>		<p>Delete/destroy when no longer needed.</p>
LGER-005	<p><b>CONTINGENCY BACKUP RECORDS</b></p> <p>Electronic media containing data identical to primary electronic files and retained in case they are damaged or lost.</p>		<p>Maintain a minimum of 3 cycles.</p> <p>NOTE: Contingency backup records should be maintained apart from the master file or data system in a secure offsite facility.</p>
LGER-006	<p><b>WORD PROCESSING AND ELECTRONIC MAIL RECORDS</b></p>		<p>DELETED. Replaced by LGER-014 and 015.</p>
LGER-007	<p><b>ELECTRONIC SPREADSHEETS</b></p>		<p>DELETED. Replaced by LGER-014.</p>

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTRONIC RECORDS**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGER-008	<p><b>SYSTEMS USAGE RECORDS</b></p> <p>Electronic files created to monitor system usage, including but not limited to, log-in files, password files, audit trail files, and cost-back files used to assess charges for system use.</p>		<p>Retain at agency 3 yrs; successful audit; delete/destroy.</p>
LGER-009	<p><b>SYSTEMS PERFORMANCE RECORDS</b></p>		<p>DELETED. Incorporated into LGER-003.</p>
LGER-010	<p><b>PLANNING, DEVELOPMENT AND EVALUATION RECORDS</b></p> <p>Consist of planning, development, and evaluation records relating to selection (including feasibility studies and materials supporting decision); implementation; upgrading, modification, or conversion of systems and equipment; procedures; and manuals pertaining to the acquisition and use of electronic record-keeping systems.</p>		<p>Retain at agency 1 yr after longest retention for information maintained on system has expired, or 1 yr after successful migration of data to new system; destroy.</p>
LGER-011	<p><b>SYSTEMS DOCUMENTATION</b></p> <p>File consists of record layouts; code books; technical specifications; programs and equipment; detailed program descriptions; flow charts; test data; job control language; computer operating instructions; and other records pertaining to systems operation.</p>		<p>Retain at agency 1 yr after longest retention for information maintained on system has expired, or 1 yr after successful migration of data to new system; destroy.</p>
LGER-012	<p><b>FEASIBILITY STUDIES</b></p>		<p>DELETED. Incorporated into GER-010.</p>
LGER-013	<p><b>Y2K (YEAR 2000) FILES</b></p>		<p>DELETED.</p>
LGER-014	<p><b>ELECTRONIC DATA RECORDS</b></p> <p>Documents (letters, memoranda, reports, directives, etc.), databases, spreadsheets, Geographic Information System (GIS) data, or other records recorded on any type of electronic media.</p>		<p>Retention of electronic data records is exactly the same as the retention would be if the records were being maintained in hard copy.</p> <p>See <i>Model Guidelines for Electronic Records</i> on DPA's website for guidance and recommendations concerning the creation, maintenance, and disposition of electronic records.</p>

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTRONIC RECORDS**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGER-015	<p><b>ELECTRONIC MAIL</b></p> <p>Documents communications that use an electronic messaging system (Outlook, G-mail, etc.) to conduct agency business. Electronic messaging systems manage and facilitate the sending and receiving of electronic messages and may include correspondence, attachments, memoranda and circular letters.</p>		<p>After identifying type of record the message is (as determined by the content of the message), retain in accordance with retention as set forth in the records retention schedule.</p> <p><b>NOTE: Refer to Electronic Mail Policy on DPA's website for additional information.</b></p>
LGER-016	<p><b>WEBSITE RECORDS</b></p> <p>Content on an agency's website that documents an agency's duties and activities. In some cases, agencies may also be conducting business transactions or providing services through their websites. For many agencies, websites are the primary source point to access agency records. Websites may contain publications, meeting minutes, annual reports, photos, press releases, maps, organizational charts, policies and procedures, mission statements, etc. Additionally, websites may serve as access points for data in agency databases.</p> <p><b>A. If content is duplicated</b> (NOTE: Agencies should ensure that the official record is being retained in accordance with retention.)</p> <p><b>B. If content on the website serves as the official document and <u>is not</u> duplicated</b></p> <p><b>C. Website Snapshots</b> Snapshots of an agency's website that are used to document the appearance and capture the content pages as they existed at particular points in time.</p>		<p>Retain at agency until no longer needed; destroy.</p> <p>Identify the record type (minutes, annual reports, etc.); retain in accordance with the records retention schedule.</p> <p>Transfer to Archives for permanent preservation.</p> <p><b>NOTE: Refer to the Guidelines for Maintaining and Preserving Records of Web-Based Activities on DPA's website for additional information.</b></p>

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTRONIC RECORDS**

<b>SERIES #</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>VITAL</b>	<b>RETENTION INSTRUCTIONS</b>
<b>LGER-017</b>	<b>SOCIAL MEDIA</b>  A collection of online platforms and tools (Blogs, Facebook, Flickr, Twitter, You Tube, etc.) that are utilized to connect people to government by providing information, organizing events, or promoting discussions about the agencies, etc.  A. If platforms are used to re-post news and public affairs communication items are captured and managed elsewhere  B. If the content on the platform is <u>not duplicated</u> elsewhere		Retain at agency until no longer needed; delete/destroy.  Retain in accordance with applicable records retention schedule.