

**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 electronic version 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</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>

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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> <p>NOTE: See LGER-003 for documentation relating to systems testing.</p>
LGER-012	<p><b>FEASIBILITY STUDIES</b></p> <p>Studies and system analyses conducted before the installation of any technology or equipment associated with information management systems. Typically include a consideration of the benefits of the proposed system, including an analysis of the added efficiency and effectiveness to be expected, plus a cost analysis. See LGER-010 for systems selected.</p>		<p>Retain at agency; successful audit; destroy.</p>
LGER-013	<p><b>Y2K (YEAR 2000) FILES</b></p>		<p>DELETED.</p>

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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>A. When used to produce hard copy which is maintained in organized files.</p> <p>B. When maintained only in electronic form, duplicating the information in and taking the place of records that would otherwise be maintained in hard copy.</p>		<p>NOTE: See also <i>Model Guidelines for Electronic Records</i> on DPA's website for additional guidance and recommendations concerning the creation, maintenance, and disposition of electronic records.</p> <p>Delete after producing hard copy, including any metadata, or delete when no longer needed to update or produce hard copy.</p> <p>NOTE: Retention of hard copy must conform to an approved retention schedule.</p> <p>Delete after the expiration of the retention period as authorized by an approved records retention schedule.</p> <p>NOTE: If electronic version 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-015	<p><b>ELECTRONIC MAIL</b></p> <p>Text documents and attachments stored on electronic media containing communicated messages, such as correspondence, memoranda, and circular letters.</p>		<p>See <i>Electronic Mail</i> policy on DPA's website for retention recommendations.</p>
LGER-016	<p><b>WEBSITE RECORDS</b></p> <p>Collections of information, documents, and databases that are provided to a user community utilizing World Wide Web formats and protocols.</p>		<p>See <i>Guidelines for Maintaining and Preserving Records of Web-Based Activities</i> on DPA's website for retention recommendations.</p>