

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ELECTRONIC RECORDS**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSER-001	<p>MASTER FILES / MASTER RECORDS</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>	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	<p>Maintain at agency. Delete after expiration of the retention period as authorized by an approved 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>
GSER-002	<p>RECORDS USED TO CREATE AND MAINTAIN MASTER FILES</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>	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	<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>
GSER-003	<p>TEST RECORDS</p> <p>Electronic files or reports created in the monitoring and testing of system quality and performance.</p>	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	<p>Delete/destroy after test is evaluated, and all problems or issues are resolved.</p>
GSER-004	<p>PRINT RECORDS</p> <p>Records extracted from a data file without changing values, often producing hard copy publications, tabulations, ledgers, registers, and reports.</p>	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	<p>Delete/destroy when no longer needed.</p>
GSER-005	<p>CONTINGENCY BACKUP RECORDS</p> <p>Electronic media containing data identical to primary electronic files and retained in case they are damaged or lost.</p>	Record Copy	Agency		MINIMUM OF THREE CYCLES	<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>

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GSER-006	WORD PROCESSING AND ELECTRONIC MAIL RECORDS				DELETED 10/01/1999	Replaced by GSER-014 and 015.
GSER-007	ELECTRONIC SPREADSHEETS				DELETED 10/01/1999	Replaced by GSER-014.
GSER-008	SYSTEMS USAGE RECORDS 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.	Record Copy	Agency		THREE YEARS; SUCCESSFUL AUDIT	Retain at agency 3 yrs; successful audit; delete/destroy.
GSER-009	SYSTEMS PERFORMANCE RECORDS				DELETED 01/01/1999	Incorporated into GSER-003.
GSER-010	PLANNING, DEVELOPMENT AND EVALUATION RECORDS 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.	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	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.
GSER-011	SYSTEMS DOCUMENTATION 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.	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	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. NOTE: See GSER-003 for documentation relating to systems testing.

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GSER-012	<p>FEASIBILITY STUDIES</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 GER-010 for systems selected.</p>	Record Copy	Agency		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GSER-013	<p>Y2K (YEAR 2000) FILES</p>				DELETED 03/01/2009	
GSER-014	<p>ELECTRONIC DATA RECORDS</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>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>A. When used to produce hard copy which is maintained in organized files.</p>	Record Copy	Agency		UNTIL HARD COPY IS PRODUCED	Delete after producing hard copy, including any metadata, or delete when no longer needed to update or produce hard copy.
	<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>	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	Delete after the expiration of the retention period as authorized by an approved records retention schedule.
						<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>

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GSER-015	ELECTRONIC MAIL Text documents and attachments stored on electronic media containing communicated messages, such as correspondence, memoranda, and circular letters.	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	See <i>Electronic Mail</i> policy on DPA's website for retention recommendations.
GSER-016	WEBSITE RECORDS Collections of information, documents, and databases that are provided to a user community utilizing World Wide Web formats and protocols.	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	See <i>Guidelines for Maintaining and Preserving Records of Web-Based Activities</i> on DPA's website for retention recommendations.