



## Agency Records Disposition Schedule

Department: Department of Conservation

Section: Information Technology Services

Division: Administrative Services

Sub-Section:

**TITLE:** Audit Trail Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21153

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Computer Job Schedules and Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21154

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Computer Operations and Maintenance

**CUTOFF:** LSAD

**DESCRIPTION:** Correspondence and related material pertaining to the office computer system, technical operation, and maintenance. Includes: schedules, console logs, computer services response time and turnaround time, system upgrade data and operational procedures.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21155

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Information Technology Services

Division: Administrative Services

Sub-Section:

**TITLE:** Computer Output

**CUTOFF:** EOSFY

**DESCRIPTION:** Machine-produced reports showing transactions that were accepted, rejected, suspended, or processed.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21156

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Data Documentation/Data Dictionary

**CUTOFF:** LSAD

**DESCRIPTION:** Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21157

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Data Processing Policies and Procedures

**CUTOFF:** WSO

**DESCRIPTION:** Records of data processing policies and procedures including those covering access and security, systems development, data retention and disposition, and data ownership. A copy will be sent to the Missouri State Archives.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 21149

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Information Technology Services

Division: Administrative Services

Sub-Section:

**TITLE:** Disaster Preparedness and Recovery Plans

**CUTOFF:** WSO

**DESCRIPTION:** Documentation regarding how vital records will be protected and the reestablishment of data processing services, equipment and data will be accomplished following any potential disaster.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21150

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Hardware and Software Maintenance Records

**CUTOFF:** LSAD

**DESCRIPTION:** Service/maintenance agreements for software and documentation of service, repair, and inspection of computer hardware.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21158

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Operating System and Hardware Conversion Plans

**CUTOFF:** EOFY after successful conversion

**DESCRIPTION:** Records relating to the replacement of equipment or computer operating systems.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21159

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Information Technology Services

Division: Administrative Services

Sub-Section:

**TITLE:** Payroll Records and Time Sheets

**CUTOFF:** Issuance of final federal report

**DESCRIPTION:** Payroll records and time sheets associated with federal grants or programs. 50 CSR.19 (a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21152

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Product/Vendor and State Contract Reference Files

**CUTOFF:** WSO

**DESCRIPTION:** Information on data processing equipment, software, and other products and their vendors.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21160

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Program Source Code

**CUTOFF:** LSAD

**DESCRIPTION:** Automated program code which generates the machine-language instructions used to operate an automated information system.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21161

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Information Technology Services

Division: Administrative Services

Sub-Section:

**TITLE:** Program Technical Documentation

**CUTOFF:**LSAD

**DESCRIPTION:** Copy of program code, flowcharts, maintenance logs, system and configuration architecture, system and configuration architecture, system change notices and other records that document modifications to computer programs, and operations manuals that identify and interpret the business rules used to store and manage the data, data structure, relationships and data element dictionary.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21148

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Project Planning Records

**CUTOFF:**LSAD

**DESCRIPTION:** Records created and used in the development, redesign, or modification of an automated system or application, including projects management records, studies, analysis, short-range plans, status reports, test plans and results, system or subsystem specifications, user requirements and specifications, and correspondence.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21162

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Software Licensing Agreements

**CUTOFF:**LSAD

**DESCRIPTION:** Records of purchase agreements from software vendors or other licensing agencies.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21163

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Information Technology Services

Division: Administrative Services

Sub-Section:

**TITLE:** System Back-Up Files

**CUTOFF:** WSO

**DESCRIPTION:** Copies of databases, application software, logs, directories, and other records needed to restore a system due to a disaster or inadvertent destruction.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21151

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** System Documentation

**CUTOFF:** LSAD

**DESCRIPTION:** User and operational guides, systems or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, input and output specifications, and documentation stating a system's purpose and objectives.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21147

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** System Management

**CUTOFF:** LSAD

**DESCRIPTION:** Logs, journals, reports, and other supporting paperwork required to operate, manage, and control computer systems.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21164

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007