

**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	Y2K (YEAR 2000) FILES				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>					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.
	A. When used to produce hard copy which is maintained in organized files.	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.
	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.	Record Copy	Agency		SEE RETENTION INSTRUCTIONS	Delete after the expiration of the retention period as authorized by an approved records retention schedule.
						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.

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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.