

INFORMATION TECHNOLOGY (IT/IS)

ACCOUNTS PAYABLE

(Documents related to the purchase of goods and services such as, but not limited to, purchase orders, inter-fund transfers, requisitions, direct vouchers, invoice entries, and direct purchase orders)

Active: 2 years

Disposition: Destroy

ACCOUNTS RECEIVABLE

(Invoices to outside vendors Information Technology (IT) has provided services to and the logs registering the invoice and charges. All AR documentation is in electronic format)

Active: 3 years

Disposition: Destroy

ADVISORY BOARD AGENDA AND MINUTES

(IT/IS Advisory Board Agendas and Minutes. All Advisory Board documentation is in electronic format)

Active: 3 years

Disposition: Destroy

CONTRACTS

(Includes vendors, developers, services, and other contracts)

Active: Life of contract plus 5 years

Disposition: Destroy

CORRESPONDENCE (ROUTINE)

Active: Retain while useful; but not more than 5 years

Disposition: Destroy

PAYROLL DOCUMENTS

(Payroll documents include paper timesheets, mileage reports for personal vehicles, and other payroll documents)

Active: 3 years if scanned electronically

Disposition: Destroy

PERSONNEL FILE (IT/IS DEPARTMENT FILE)

(Can included anything of interest to department such as; evaluations/merit form, travel/training expense report (no supporting documentation), certification and awards, letters of discipline, any correspondence involving employee, does not include medical correspondence.

Active: While individual is employed

Inactive: 5 years after termination

Disposition: Destroy

REQUEST FOR SERVICE

Active: Entered and managed through the Cherwell Application System

Disposition: Permanent

SOFTWARE LICENSING

(Includes licenses, keys to software, passwords, accounts to online services and applications in electronic and paper copy)

Active: Retain while current

Disposition: Destroy

SOURCE CODE

(In-house developed software electronic in Source Safe and Team Foundation Server)

Active: Retain while current

Inactive: 3 years following service termination

Disposition: Destroy

TECHNICAL-HOW TO STEPS TO PERFORM TECHNICAL ADMINISTRATION

(General knowledge base, how-to steps to perform technical administration in electronic and paper)

Active: Retain while current

Inactive: 1 year following discontinuance of using software application

Disposition: Destroy

TRAVEL DOCUMENTS

(All travel/training documentation needed for out-of-town travel/training in electronic format.

Travel/training expense report to be filed in personnel file (IT/IS Department file) then dispensed according to retention of Personnel file (IT/IS Department file).

Active: 3 years

Disposition: Destroy