Revised 2/2005

Municipal Records Retention Schedule M16
ELECTRONIC DATA PROCESSING RECORDS

Item Number	Record Series Title	Minimum Retention Required	Disposition
M16-010	**Application System and File Documentation** Records that provide information about the content, structure, and technical specifications of computer systems **necessary for retrieving information retained in machine-readable format,** including user guides, codebooks, record layout sheets, system and subsystem definition, flow-charts or outlines, list or index of programs, detailed program description, job control or work flow records, system specification, file specification, and information that would aid in identifying a file produced by the system; also all other such documents necessary for initiating, developing, operating, and maintaining the system; and individual applications and programs within the system.	Retain until one year after last remaining machine readable file produced by a superseded or discontinued system has been erased or destroyed.	Erase or write over tape, disk, or other archival storage disk. Hard copy may be destroyed.[1]
M16-020 M16-025	**Application Program Files** a. Source code of all programs and subprograms b. Data Dictionary (Database definitions)	Retain until one year after last remaining machine readable file produced by a superseded or discontinued program has been erased or destroyed	Erase or write over tape, disk, or other archival storage disk. Hard copy may be destroyed[1]
M16-035 M16-040	**Application Transaction Files** Record of an occurrence that causes the creation or update of a record in a file a. Transactions without source document backup b. Transactions with source document backup	Retain until completion of third update or backup cycle[2] of the transactions target file for systems which are updated cyclically except for raw data input or source file which serves as the source document, then follow retention schedule for that record. Agencies should be aware of any existing audit requirements records may be subject to.	Erase or write over tape, disk, or archival storage disk.

Item Number	Record Series Title	Minimum Retention Required	Disposition
	Application Master Files		
M16-050	a. Master files constituting the definitive state of a datafile in a system at a given time	a. Retain until completion of third update or backup cycle.[2]	Erase or write over tape, disk, or other archival storage disk. Hard copy may be destroyed.[1]
M16-055	b. End of cycle file (version of a file that represents the state of that file at a significant point in time, e.g., end of fiscal year, end of calendar year, etc.)	b. Retain until all audit requirements are complete.	
M16-065	**Computer Hardware Maintenance Records** Records that document the installation, service, repair, inspection, and removal of computer hardware	Retain for life of equipment and until audit requirements are met.	destroy[1]
	Computer Job Schedules and Reports		
M16-075	a. Schedules or similar records showing computer jobs to be run	a. 13 months	Erase or write over tape, disk, or other archival storage disk. Hard copy may be destroyed.[1]
M16-080	b. Reports of computer jobs run	b. 13 months	
M16-090	**Computer Hardware Utilization Records** Any records that document frequency, times, or percent of utilization of computer hardware	3 years or until audited, whichever comes later	Erase or write over tape, disk, or other archival storage disk. Hard copy may be destroyed[1]
M16-100	**Computer Storage Media Utilization Records** Any records that document the usage of electronic storage media; includes listings of VTOC (volume table of content) and records of magnetic tape utilization.	No requirement	Erase or write over tape, disk, or other archival storage disk. Hard copy may be destroyed.[1]

Item Number	Record Series Title	Minimum Retention Required	Disposition
	Computer Application Program Usage Records (Individual)		
M16-110	a. Records of computer usage of any particular program or procedure; includes T.P. (teleprocessing) logs, console logs	a. 13 months	Erase or write over tape, disk, or other archival storage disk. Hard copy may be destroyed.[1]
M16-115	b. Annual Reports on computer usage of any individual program	b. 3 years or until audited, whichever comes later	
M16-120	c. Licensed software	c. Retain until one year after last remaining machine readable file produced by a superseded or discontinued system has been erased or destroyed[3]	
	Disaster Recovery Records		
(M1-095)	a. Disaster Plan[4]	a. Until superseded	destroy[1]
(M1-100)	b. Records that would document any disaster recovery activity	b. Permanent	Maintain in municipality
	Electronic Data Processing Planning Records		
M16-130	a. Long-range planning records	a. One year after last date planned for.	destroy[1]
M16-135	b. Development plans and studies (includes feasiblity studies and system proposals)	b. Keep for life of resultant program or system. If no system resulted, keep for one year after completion of study.[5]	destroy[1]
	Inventories of Computer Equipment and Software[3]		
(M3-230)	a. Annual Inventory Report	3 years or until audited, whichever comes later	destroy[1]
(M3-235)	b. Permanent Equipment Record	Update annually	

Item Number	Record Series Title	Minimum Retention Required	Disposition
	Requests for D.P. Service from Users		
M16-145	a. Routine requests (includes memos requesting service, special forms requesting service, logs of service requests, etc.)	a. One year or until audited, whichever comes later.	destroy[1]
M16-150	b. Program change requests	b. For life of system or until audited, whichever comes later.	destroy[1]
	Manuals[6]		
M16-160	a. Procedure Manuals	Keep for life of system and until last information produced by system is audited.	destroy[1]
M16-165	b. Policies on Security Controls		
M16-170	c. User Manuals		

---

[1] Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

[2] For systems that are updated frequently, such as daily or weekly, it is recommended that a greater number of update or backup cycles be maintained.

[3] State auditors have indicated that software programs, whether purchased or rented, should be on some form of agency inventory records for control purposes.

[4] A disaster plan should include the maintenance of a back-up master tape in an approved off-site storage facility.

[5] If pending case, claim, or action, do not destroy.

[6] Retention period applies to original record copy from which copies are made. Please retain superseded pages until audited.