

Retention Schedule: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Media Options	Ar-chives	Image: S=Scan M=Micro-forms I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Inform. Technology	IT-001	COMPUTER BACKUPS - DAILY	When No Longer Required		When No Longer Required			Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §26201
Inform. Technology	IT-002	COMPUTER BACKUPS - WEEKLY / MONTHLY		When No Longer Required				Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §26201
Inform. Technology	IT-003	GIS DATABASE	Indefinite			Indefinite			Mag		Data is interrelated; GC §26202