Information Technology
Records Retention Schedule

Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset
AV= As Long as Administratively Valuable, US= Until Superceded, + Year

Category Title	Office of Origin	SBOE Reference	Retention
Administrative			
Contracts and Agreements	Originating Department	SG 18-75	AC + 3
Correspondence- Administrative-Departmental and/or campus planning, procedural, etc.	Originating Department	SG 18-20	PM
Correspondence-General Internal, Memos, Fiscal or non-program planning correspondence	Originating Department	SG 18-21	3
Correspondence-General, NotpDepartment and/or LCSC Created	Originating Department	SG 18-21	AV
Correspondence-personal note files-meeting notes, non-program planning, etc.	Originating Department	NA	AV
Datatel Advisory Committee Minutes	Information Technology	SG 18-16	PM
Department/Division Staff Meeting Minutes	Originating Department	SG 18-509	3
Inventory Change Forms-Property Disposal	Purchasing	SG 18-118	1
Policies and Procedures- Electronic & Paper	Information Technology	SG 18-60	PM (All Versions)
Technology Planning Committee Minutes	Nursing & Health Sciences	SG 18-16	AV for IT
Telephone Cards- Letters of authorization, spreadsheet on who gets card, adding and deleting cards	Information Technology	SG 18-116	AC + 1
Computer Systems			
Configuration Management- Electronic	Information Technology	SG 18-77	PM
Master Files (back-up's)	Information Technology	SG 18-74	US
Software License	Information Technology	LCSC 8	LA
Work Requests- Electronic	Information Technology	SG 18-63	AC + 3
Fiscal			
Classroom Infrastructure- Internal distributions of funds	Information Technology	SG 18-144	FE + 3
Interdepartmental Invoices- Residence Hall, etc.	Information Technology	SG 18-154	FE + 3

Category	Title	Office of Origin	SBOE Reference	Retention
	P-Card Transactions	Information Technology	LCSC 7	FE + 5
	Requisitions- Departmental purchases and campus copies of equipment purchases	Controller's Office	SG 18-258	FE + 1
	Student Tech Fees- Accounting for the Distribution	Information Technology	SG 18-144	FE + 3
	Travel Requisitions	Controller's Office	SG 18-130	FE + 1

Reports

Category	Title	Office of Origin	SBOE Reference	Retention
	IT Audit Report	Information Technology	SG 18-113	PM
	IT Disaster Recovery	Information Technology	SG 18-275	PM
	IT Strategic Plan	Information Technology	SG 18-48	PM