

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 8/7/2014**

**INFORMATION TECHNOLOGY (IT)**

| <b>Item</b> | <b>Record Series Title</b>                                 | <b>Description / Examples</b>  | <b>Retention</b>  | <b>CUNY Schedule Reference</b> |
|-------------|--|--|---|--------------------------------|
| IT-1        | Contracts/ Software Licenses/ Use Agreements               | Legal agreements, including contracts, legal releases, software licenses, and use agreements involving the College or the University                   | 6 years after expiration or termination, or 6 years after final payment under contract, whichever is longer | General 6[6]                   |
| IT-2        | CUNY-CIS Information Security Procedures Attestation Forms | Official copies of compliance records prepared bi-annually by department and submitted to the Central Office's University Information Security Officer | 6 years   | General 10[10] b               |
| IT-3        | Computer/Telephone Hardware/Software Request Forms         | Requests relating to <b>other than</b> routine College services or activities  | 6 years after final disposition of request  | General 14[33] b               |
|             |  | Requests relating to routine College services or activities  | 1 year after final disposition of request   | General 14[33] c               |
| IT-4        | Media/AV Requests  | For audio-visual or IT equipment for classroom use or special events, including scheduling calendar  | 1 year after final disposition of request   | General 14[33] c               |

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| IT-5        | Technology Fee Records     | <p>Proposal requests, plans, quotes, and other documentation used to create reports related to fees paid by students</p> <p>Annual reports, or reports containing significant evidence of College policy, procedures, plans, or directions</p> <p>Reports where critical information is contained in other reports, or reports that contain only routine legal, fiscal, or administrative information</p> | <p>6 years after final disposition of request</p> <p>Permanent</p> <p>6 years</p> | <p>General 14[33] b</p> <p>General 23[23] a</p> <p>General 23[23] b</p> |
| IT-6        | Off Campus Equipment Forms | Forms listing equipment held off campus, including locations and authorizations, created for administrative convenience   | While Needed  | General 18[18]  |

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| IT-7        | Reports--Non-Fiscal        | <p>Reports containing substantial evidence of College or University policy, procedures, plans, or directions</p> <p>Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information</p> <p>Internal information record, including but not limited to routine internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes</p> | <p>Permanent</p> <p>6 years</p> <p>While Needed</p> | <p>General 23[23] a</p> <p>General 23[23] b</p> <p>General 18[18]</p> |
| IT-8        | Directory Changes          | Updated information entered into campus directory  | While Needed  | General 26[26]  |

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| IT-9        | Project Initiation Forms                           | Work order requests received by department for any purpose and entered into Service Desk database  | While Needed                                     | General 26[26]                 |
| IT-10       | Employee Training Records--Course Information      | Including, but not limited to, memoranda, flyers, catalogs, and other records related to specific training courses, including online courses, such as information on course content, program registration, instructor, credits (if applicable), hours, and roster of registrants | Until superseded or obsolete                     | General 36[584]                |
| IT-11       | Employee Training Records--Registration Processing | For courses <b>not</b> involving health and safety programs, including but not limited to application and enrollment records, and supervisors' authorizations or denials   | 3 years after date of application to take course | General 37[585] b              |
| IT-12       | Photographs/Videos                                 | Photographs or other visual media records created by the College, that are <b>not</b> part of an item listed elsewhere in this Schedule  | While Needed                                     | General 39[736]                |

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| IT-13       | Goals and Targets                     | Strategic or other plans, including revisions, for department in general or specific areas within department, including master copies and essential background documents<br><br>Drafts, duplicate copies, and non-essential background documents | 3 planning cycles after plan completed, superseded, or revised<br><br>While Needed | Electronic Data Processing 2[643] a<br><br>Electronic Data Processing 2[643] b |
| IT-14       | Application Development Project Files | Records related to development, modification, or operation of computer applications for networking, hardware/software procurement, other records   | 3 years after completion of project  | Electronic Data Processing 5[646]  |

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| IT-15       | User and Operational Documentation | How an application system operates from a functional user and data processing point of view, including records documenting data entry, manipulation, output, and retrieval (often called "system documentation records"), and records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation (or other metadata), job control or workflow records, system specifications, and input and output specifications | 3 years after system discontinued, or until system data destroyed or transferred to new operating environment, whichever is longer | Electronic Data Processing 6[647] |

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| IT-16       | Data Documentation Records | Created during development or modification and necessary to access, retrieve, manipulate, and interpret data in an automated system, including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements (sometimes known as "metadata") | 3 years after system or application discontinued, or until after system's or application's data destroyed or transferred to new structure or format, whichever is longer | Electronic Data Processing 7[648]  |
| IT-17       | Source Code Revisions      | For applications developed by department, or for department by an outside provider  | 3 years after application is modified, replaced, or discontinued   | Electronic Data Processing 9[650]  |
| IT-18       | Test Files and Databases   | Data sets and documentation created for test purposes   | While needed, but may not be discarded before test results are approved  | Electronic Data Processing 10[651] |

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| IT-19       | Data Processing Operating Procedures                | Including records of procedures for data entry, operation of computer equipment, production control, tape library, system backup, and other aspects of data processing operation  | 3 years after procedure withdrawn, revised, updated, or superseded   | Electronic Data Processing 11[652] |
| IT-20       | Data Processing Hardware Documentation              | Records documenting the use, operation, and maintenance of a college's or the University's data processing equipment, including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems | Until related hardware no longer used and all needed data transferred to and made usable in new hardware environment | Electronic Data Processing 12[653] |
| IT-21       | Disaster Preparedness and Business Continuity Plans | For department in general or specific department applications or operations   | Until superseded or obsolete   | Electronic Data Processing 14[655] |

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| IT-22       | System Backup Files                               | For fiscal applications that operate on department servers  | 3 backup cycles, or 1 complete fiscal year after creation, whichever is longer                                    | Electronic Data Processing 15[656] a |
|             |   | For non-fiscal applications that operate on department servers  | 3 backup cycles   | Electronic Data Processing 15[656] b |
| IT-23       | Computer Passwords and User Account Records       | For faculty, staff, or students, including student user agreements  | Until individual no longer has access to system, but may not be discarded before audit requirements have been met | Electronic Data Processing 16[657]   |
| IT-24       | Statement of Agreement for Administrative Account | Signed agreement for administrative rights to specific applications   | Until individual no longer has access to system, but may not be discarded before audit requirements have been met | Electronic Data Processing 16[657]   |
| IT-25       | Computer System Security Records                  | Including records used to control or monitor the security of a system and its data, such as intrusion detection logs, firewall logs, logs of unauthorized access, and other security logs | 10 years after last entry   | Electronic Data Processing 17[879]   |

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| IT-26       | Work/Intermediate Files    | When export, import or relational data file is used to supply data to or receive data from other system, or to exchange data between files in this system  | While Needed  | Electronic Data Processing 22[662] a |
|             |                            | When all transactions are captured in a master file, central file, valid transaction file, or database, and the file is <b>not</b> retained to provide an audit trail or recreate or document valid transactions, or needed for system recovery backup | Until transaction completed   | Electronic Data Processing 22[662] b |
|             |                            | When electronic file is needed to recreate or document a valid transaction, such as creation of a specific report or study   | As long as reports, studies, and other principal records for which file is created are retained | Electronic Data Processing 22[662] c |

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| IT-27       | Maintenance Records        | Maintenance contracts   | 6 years after expiration or termination, or 6 years after final payment under contract, whichever is longer | General 6[6]                                       |
|             |                            | Support files and records documenting vendor-provided support services to specific sites, computer hardware, software, and network systems, including site visit reports, program and equipment service reports, and routine correspondence and memoranda | 3 years after creation  | Electronic Data Processing 34[674] a and 37[677] a |
|             |                            | Vendor-provided service histories and other summary records   | Until related equipment or site no longer in use  | Electronic Data Processing 34[674] b and 37[677] b |
|             |                            | Routine records that do <b>not</b> contain substantial information on the maintenance history or site   | 1 year  | Electronic Data Processing 37[677] c               |

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|-------------|--------------------------------------|---|------------------------------|---|
| IT-28       | Help Desk Telephone Logs and Reports | Including records used to document requests for technical assistance, responses to these requests, and to collect information on computer equipment usage for program delivery, security, or other purposes | 1 year after creation        | Electronic Data Processing 35[675]                        |
| IT-29       | Network Documentation and Diagrams   | Circuit inventories and other records related to College network configurations   | Until circuit no longer used | Electronic Data Processing 38[678]                        |
| IT-30       | Internal Phone Usage Records         | Chargeback records, showing specific fund to be charged for in-house expenditure, including vendor's bills and request for payments   | 6 years                      | Fiscal 12[210] b, 32[229], and 41[242]; Purchasing 9[724] |

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| IT-31       | Fiscal Audit Records        | Audits filed pursuant to Section 35, General Municipal Law, conducted by the Office of the State Comptroller, the New York City Comptroller, or an outside auditing firm | Permanent        | Fiscal 22[214] a               |
|             |                             | Other external audits  | 7 years          | Fiscal 22[214] b               |
|             |                             | Internal audits conducted by College or University officials   | 7 years          | Fiscal 22[214] c               |
| IT-32       | Fiscal Audit Backup Records | Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure                | 6 years          | Fiscal 23[215]                 |

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| IT-33       | Property Inventory Records                                       | For IT equipment  | Until superseded by updated inventory, or 6 years after replacement, sale, or discontinuance of listed property, whichever is shorter | Public Property and Equipment 11[421] |
| IT-34       | Equipment Transfer/ Recycle/ Disposal Forms--<br><b>Internal</b> | Records relating to the <b>internal</b> transfer/recycle/disposal of equipment no longer part of the inventory, including information pertaining to the disposition of the equipment                        | 6 years   | Public Property and Equipment 13[423] |
| IT-35       | Recycle/ Salvage/ Donation/ Disposal Records-- <b>External</b>   | Records relating to the <b>external</b> recycle/salvage/donation/disposal of equipment, including vendor certificates, purchase orders, invoices, requisitions, and any additional supporting documentation | 6 years   | Public Property and Equipment 13[423] |

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