### ALL–UNIVERSITY RECORDS RETENTION SCHEDULE

<table>
<thead>
<tr>
<th>RECORD SERIES TITLE—FUNCTION/PURPOSE</th>
<th>LOCATION (‘OFFICIAL COPY’)</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DISPOSITION AUTHORITY NO.</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICATIONS/SYSTEMS -- IMPLEMENTATION PROJECTS</strong>&lt;br&gt;Records relating to the implementation of the University's computer software applications, databases and websites (internet and intranet). Excludes records covered by Applications/Systems – Technical Design (DAN GS 14001).</td>
<td>Department*</td>
<td>Retain for 6 years after end of project, then destroy.</td>
<td>GS 14037 Rev. 1</td>
<td></td>
</tr>
<tr>
<td><strong>APPLICATIONS/SYSTEMS -- TECHNICAL DESIGN</strong>&lt;br&gt;Records relating to the technical design of the University's computer software applications, databases and websites (internet and intranet). Includes, but is not limited to:&lt;br&gt;- Design documentation/detail;&lt;br&gt;- Database schema and dictionaries;&lt;br&gt;- Source code;&lt;br&gt;- System and program change descriptions/authorizations;&lt;br&gt;- Development plans (for testing, training, conversion and acceptance);&lt;br&gt;- Release notes;&lt;br&gt;- Operational and user instructions;&lt;br&gt;- Acceptance testing. Excludes records covered by Applications/Systems -- Implementation Projects (DAN GS 14037).</td>
<td>Department*</td>
<td>Retain until application or version is no longer needed for University business and all records within the application have been migrated/deleted/transfered in accordance with a current approved records retention schedule, then destroy.</td>
<td>GS 14001 Rev. 1</td>
<td>Essential</td>
</tr>
<tr>
<td><strong>AUDIT TRAILS AND SYSTEM USAGE MONITORING</strong>&lt;br&gt;Records documenting the use of the University's information technology and communication systems to ensure security and appropriate use. Includes, but is not limited to:&lt;br&gt;- Audit trails;&lt;br&gt;- Authorizations for and modifications to the configurations and settings of the University's IT infrastructure (such as firewalls, routers, ports, network servers, etc.);&lt;br&gt;- Log-in records, security logs and system usage files;&lt;br&gt;- Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.);&lt;br&gt;- Fax and telephone logs. Excludes records covered by Internet Browsing (DAN GS 50010; see All-Univ Recs Rtn Schedule--Admin-Gen Office Recs table).&lt;br&gt;&lt;br&gt;<strong>For WSU purposes, includes</strong> PCI DSS audit logs.</td>
<td>Department*</td>
<td>Retain for 1 year after date of activity, then destroy.</td>
<td>GS 14020 Rev. 1</td>
<td></td>
</tr>
<tr>
<td><strong>AUTHORIZATION – SYSTEMS / TELECOMMUNICATIONS ACCESS</strong>&lt;br&gt;Records documenting the authorization of employees (including contractors and volunteers) to use University systems/applications and telecommunication services. Includes, but is not limited to:&lt;br&gt;- User account creation/change requests;&lt;br&gt;- Network access authorization requests;&lt;br&gt;- Related correspondence/communications. For WSU purposes, this series includes, but is not limited to, telephone authorization code files for administrators, and access authorizations for Administrative Information Systems applications, myWSU, and the financial and student data warehouses.</td>
<td>Department*</td>
<td>Retain for 6 years after end of fiscal year in which user account/access was terminated, then destroy.</td>
<td>GS 14012 Rev. 1</td>
<td>Essential</td>
</tr>
<tr>
<td>RECORD SERIES TITLE—FUNCTION/PURPOSE</td>
<td>LOCATION (*OFFICIAL COPY)</td>
<td>RETENTION AND DISPOSITION ACTION</td>
<td>DISPOSITION AUTHORITY NO.</td>
<td>REMARKS</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>---------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>AUTOMATED/SCHEDULED TASKS AND WORK/ INTERMEDIATE/TEST FILES</td>
<td>Department*</td>
<td>Retain for 30 days after date of document, then destroy.</td>
<td>GS 14015 Rev. 1</td>
<td>Essential</td>
</tr>
<tr>
<td>BACKUPS FOR DISASTER PREPAREDNESS/ RECOVERY</td>
<td>Department*</td>
<td>Retain until no longer needed for University business, then destroy.</td>
<td>GS 14011 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>HELPDESK REQUESTS</td>
<td>Department*</td>
<td>Retain until finalization of request, then destroy.</td>
<td>GS 14029 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>NETWORK -- DESIGN AND BUILD</td>
<td>Department*</td>
<td>Retain until no longer needed for University business, then destroy.</td>
<td>GS 14031 Rev. 1</td>
<td></td>
</tr>
<tr>
<td>POLICY EXCEPTIONS</td>
<td>Office of Chief Information Officer</td>
<td>Retain for the life of the exception, then destroy.</td>
<td>19-06-69367</td>
<td></td>
</tr>
<tr>
<td>SERVER LOGS</td>
<td>Department*</td>
<td>Retain for 1 month after date of daily record, then destroy.</td>
<td>11-12-63649</td>
<td></td>
</tr>
<tr>
<td>SOFTWARE INVENTORY AND REGISTRATION FILE</td>
<td>Department*</td>
<td>Retain until software disposed of, then destroy.</td>
<td>11-12-63516</td>
<td></td>
</tr>
</tbody>
</table>