ALL–UNIVERSITY RECORDS RETENTION SCHEDULE

Information Services Records (Revised 08-19)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
APPLICATIONS/SYSTEMS -- IMPLEMENTATION PROJECTS 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).	Department*	Retain for 6 years after end of project, then destroy.	GS 14037 Rev. 1	
APPLICATIONS/SYSTEMS -- TECHNICAL DESIGN 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: • Design documentation/detail; • Database schema and dictionaries; • Source code; • System and program change descriptions/authorizations; • Development plans (for testing, training, conversion and acceptance); • Release notes; • Operational and user instructions; • Acceptance testing. Excludes records covered by Applications/Systems -- Implementation Projects (DAN GS 14037).	Department*	Retain until application or version is no longer needed for University business and all records within the application have been migrated/deleted/transferred in accordance with a current approved records retention schedule, then destroy.	GS 14001 Rev. 1	Essential
AUDIT TRAILS AND SYSTEM USAGE MONITORING 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: • Audit trails; • Authorizations for and modifications to the configurations and settings of the University's IT infrastructure (such as firewalls, routers, ports, network servers, etc.); • Log-in records, security logs and system usage files; • Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); • Fax and telephone logs. Excludes records covered by Internet Browsing (DAN GS 50010; see All-Univ Recs Rtn Schedule--Admin-Gen Office Recs table). **For WSU purposes, includes** PCI DSS audit logs.	Department*	Retain for 1 year after date of activity, then destroy.	GS 14020 Rev. 1	
AUTHORIZATION – SYSTEMS / TELECOMMUNICATIONS ACCESS Records documenting the authorization of employees (including contractors and volunteers) to use University systems/applications and telecommunication services. Includes, but is not limited to: • User account creation/change requests; • Network access authorization requests; • 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.	Department*	Retain for 6 years after end of fiscal year in which user account/access was terminated, then destroy.	GS 14012 Rev. 1	Essential

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AUTOMATED/SCHEDULED TASKS AND WORK/ INTERMEDIATE/TEST FILES Records relating to scheduled, computer-driven tasks and other work/intermediate files. Includes, but is not limited to: • Event logs; • Run reports and requests; • Task schedules; • Test data sets; • Successful completion reports; • Valid transaction files; • Work/intermediate files.	Department*	Retain for 30 days after date of document, then destroy.	GS 14015 Rev. 1	
BACKUPS FOR DISASTER PREPAREDNESS/ RECOVERY Routine/cyclical backups of IT systems and data for the purposes of disaster preparedness and recovery.	Department*	Retain until no longer needed for University business, then destroy.	GS 14011 Rev. 1	Essential
HELPDESK REQUESTS Records relating to requests for advice and assistance in using the University's information technology and telecommunications equipment, systems and applications.	Department*	Retain until finalization of request, then destroy.	GS 14029 Rev. 1	
NETWORK -- DESIGN AND BUILD Records relating to the design and construction of the University's information technology networks. Includes, but is not limited to: • Network diagrams and build guides; • Master control list of Internet Protocol (IP) address assignments; • Uniform Resource Locator (URL) addresses and passwords.	Department*	Retain until no longer needed for University business, then destroy.	GS 14031 Rev. 1	
POLICY EXCEPTIONS Provides documentation of approvals for: • Information security policy exceptions. (WSU Executive Policy #37), and • University data policy exceptions. (WSU Executive Policy #8).	Office of Chief Information Officer	Retain for the life of the exception, then destroy.	19-06-69367	
SERVER LOGS Provides a record of server functions. May include, but is not limited to: system processes, access logs, process tracking, error messages, logs related to any special server functions or roles.	Department*	Retain for 1 month after date of daily record, then destroy.	11-12-63649	
SOFTWARE INVENTORY AND REGISTRATION FILE Provides a record of computer software programs with version, manufacturer, and purchase order information updated as needed, and software license registration cards for proof of purchase.	Department*	Retain until software disposed of, then destroy.	11-12-63516	