

## ED Records Schedule

**SCHEDULE LOCATOR NO.:** 119

**REVISION DATE:** 11/05/2014

**TITLE:** Development, Testing, and Maintenance of Computer Systems and Applications

**PRINCIPAL OFFICE:** Department-wide

**NARA DISPOSITION AUTHORITY:** GRS – See disposition instructions

### **DESCRIPTION:**

Includes files or records relating to the creation, use and maintenance of computer systems, applications or records.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

### **DISPOSITION INSTRUCTIONS:**

- a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records

Superseded by GRS 3.1, items 010 (DAA-GRS-2013-0005-0006), 011 (DAA-GRS-2013-0005-0007), and 020 (DAA-GRS-2013-0005-0004)

#### **TEMPORARY**

Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.

- b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records

Superseded by GRS 4.3, item 020 (DAA-GRS-2013-0001-0004)

#### **TEMPORARY**

Destroy immediately after data have been entered or otherwise incorporated into the master file or database and verified, but longer retention is authorized if required for business use.

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- c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use

**Superseded by GRS 3.2, item 030 (DAA-GRS-2013-0006-0003)**

### **TEMPORARY**

Destroy when business use ceases.

**IMPLEMENTATION GUIDANCE:**

**ARRANGEMENT/ANNUAL ACCUMULATION:**

**PREVIOUS NARA DISPOSITION AUTHORITY:**

**SPECIFIC LEGAL REQUIREMENTS:**

**SPECIFIC RESTRICTIONS:**

**LINE OF BUSINESS:** Administration/Departmental