

ED Records Schedule

SCHEDULE LOCATOR NO.: 185

REVISION DATE: 12/28/2007

TITLE: Information Technology Asset and Configuration Management Files

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Information Technology (IT) inventories and records related to IT management, performance, and maintenance.

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. Inventories of Information Technology (IT) assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets. [GRS 24 Item 3.a]

TEMPORARY

Cut off after completion of the next inventory. Destroy/delete 1 year after cutoff.

- b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: [GRS 24 Item 3.b]

1. Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.

TEMPORARY

Cut off after termination of system. Destroy/delete 1 year after cutoff.

2. Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance

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actions, including requests for service, work orders, service histories, and related records.

TEMPORARY

Destroy/delete when 3 years old or 1 year after termination of system, whichever is sooner.

Note: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of item b.1.

IMPLEMENTATION GUIDANCE:

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental