

ED Records Schedule

SCHEDULE LOCATOR NO.: 229

REVISION DATE: 11/6/2014

TITLE: Information Technology (IT) Operations Records

PRINCIPAL OFFICE: Office of Chief Information Officer

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records related to IT operations, including workload and maintenance schedules, problem reports, reports on operations, benchmark and performance measurement documents, and related records.

DISPOSITION INSTRUCTIONS:

a. Oversight and Compliance Files [GRS 24, Item 1.a]

Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.

1. Performance measurements and benchmarks

Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

2. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance

Destroy/delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

3. PIP Portal (Performance Improvement and Planning Portal) master data files

The PIP Portal supports the analysis of the Federal Information Security Reform Act (FISMA) Plan of Action and Milestones (POA&M) information by the Information Assurance (IA) staff in the Office of the Chief Information Officer (OCIO). This analysis is used in tracking completion of actions, planning strategy and general oversight activities involved with managing the FISMA POA&M for the Department. The database also tracks information

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about all GSSs and MAs on the Department's inventory, including their information sensitivity and criticality.

TEMPORARY

Destroy/delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

- b. Workload Schedules, Run Reports, and Schedules of Maintenance and Support Activities: **Superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004)**

TEMPORARY

Cut off annually. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

- c. Problem Reports and Related Decision Documents Relating to the Software Infrastructure of the Network or System

Superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004)

TEMPORARY

Cut off annually. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

- d. Reports on Operations, Including Measures of Benchmarks, Performance Indicators, and Critical Success Factors, Error and Exception reporting, Self-assessments, Performance Monitoring; and Mangement Reports

Superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004)

TEMPORARY

Cut off annually. Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

IMPLEMENTATION GUIDANCE:

Follow the disposition instructions in ED 086 Information Systems Supporting Materials for system software; input/source records; output and reports; and system documentation.

ARRANGEMENT/ANNUAL ACCUMULATION:

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PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental