

INFORMATION TECHNOLOGY

COMPUTER BACKUPS

Tapes and disks which hold backups for AS400 and networks. Retain the annual backup while city owns the computer system that reads that information. Retain all others as follows:

Active: 1 year
Disposition: destroy

REQUEST FOR SERVICE

E-mail or other correspondence regarding problems and solutions

Active: 1 year
Disposition: destroy

SOFTWARE LICENSING

Active: retain while current
Disposition: destroy

VIDEO SURVEILLANCE AND SECURITY CAMERA SYSTEMS

Device memory, hardware storage devices, tape and optical media (does not include traffic detection video systems, sewer camera inspection video systems, process and control camera systems, law enforcement video systems, court video systems and still frames captured from digital cameras.)

Active: 7 days or 168 hours
Disposition: erased or overwritten

WORK PLAN

Projected scheduling for department

Active: 1 year after new plan is developed
Disposition: destroy