

Abbreviations: CY=Current Year; Term=Termination/End of; E=Electronic					
Code	Records Series Name	Description	Retention Period	Legal Reference	Media
IT-01	Computer System Lifecycle Documentation	Records of the configuration and implementation and maintenance of computerized business systems, including user requirements, design specifications, source codes, testing, requests and approvals for system modifications, changes made, and passwords assigned. Also includes copies of all versions of software programs required to access any records necessary to comply with federal/state audits, or to comply with specific Company business requirements.	Financial Systems = Replacement + 10 years or Final Audit (whichever is later); Non-financial Systems = Replacement + 2 years	Rev. Proc. 98-25	E
IT-02	Contracts & Agreements - Technology Agreements	Contracts related to the lease, purchase, or maintenance of computer equipment, software and computer services.	Term + 6 years	Statute of Limitations = Termination + 6 years	E
IT-03	Disaster Recovery Plans	Documentation of the Company's Disaster Recovery Plan (DRP) necessary to resume business operations in the event of disaster or catastrophe. Includes process for systems backups and tape rotation schedule.	Superseded		E
IT-04	Project Files - IT	Documentation of the working history of a project, including schedules, functional and detailed specifications, related memos, status reports and test plans with results.	Completion + 6 years		E
IT-05	System Security Documentation	Requests for System Access, Computer room access authorizations, etc.	CY + 2 years		E