

This schedule applies to: Consolidated Technology Services

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Consolidated Technology Services (CTS) relating to the unique function of providing utility technology services to state and other government agencies. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)* which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designation as “Archival” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to Consolidated Technology Services’ predecessor agency, the former Department of Information Services, are revoked. Consolidated Technology Services must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on September 2, 2015.

Signature on File

For the State Auditor:
Cindy Evans

Signature on File

For the Attorney General:
Isaac Williamson

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For the Office of Financial Management:
Shane Hamlin

Signature on File

The State Archivist:
Steve Excell

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 7, 2011	Consolidation of all existing disposition authorities (with some minor revisions) relating to the functions and activities of the former Department of Information Services that were transferred to the new Consolidated Technology Services on October 1, 2011.
1.1	September 2, 2015	Addition of the “Information Technology Policy” and “Information Technology Systems and Services” sections following the transfer of functions and activities to Consolidated Technology Services from both Office of Financial Management and Department of Enterprise Services on July 1, 2015.

For assistance and advice in applying this records retention schedule,
please contact the Consolidated Technology Services’ Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. AGENCY MANAGEMENT

This section covers records relating to the overarching management of agency business and its general administration which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to agency management.

1.1 CONTRACTS AND PURCHASING RECORDS

The activity of managing purchasing records generated by state agencies in the course of procuring services, supplies, and equipment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62927 Rev. 0	<p>Vendor Protests / Appeals</p> <p>Copies of Vendor Protests of agency acquisitions. Also includes copies of vendor appeals to protest decision.</p> <p><i>Note: Replaces DAN 93-01-51829 granted to the former Department of Information Services.</i></p>	<p>Retain for 6 years after final disposition of protest / appeal <i>then</i> Destroy</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

2. ASSET MANAGEMENT

This section covers records relating to the management of the agency’s physical and intellectual property assets which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to asset management.

2.1 INTELLECTUAL PROPERTY MANAGEMENT

The activity of managing the agency’s copyright, patents, trademarks and other intellectual property.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62928 Rev. 0	<p><i>Intellectual Property Ownership Documentation</i> State and Federal Trademark, patent, or Copyright Ownership provided by the WA Secretary of State, Federal Copyright Office, or Federal patent and Trademark Office. <i>Note: Replaces DAN 09-10-62133 granted to the former Department of Information Services.</i></p>	<p>Retain for 6 years after expiration date <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

3. FINANCIAL MANAGEMENT

This section covers records relating to the function of managing the agency's financial resources, obligations and monetary infrastructure which are not covered by the *State Government General Records Retention Schedule*.

See *State Government General Records Retention Schedule* for additional records relating to financial management.

3.1 FISCAL AND ACCOUNTING RECORDS

The activity relating to the creation of financial records of agency business transactions and the preparation of statements concerning the assets, liabilities, and performance of the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62929 Rev. 0	Billing Sheets Bursting Distribution Bursting billing sheets, distribution billing sheets. <i>Note: Replaces DAN 93-01-51869 granted to the former Department of Information Services.</i>	Retain for 6 months after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62930 Rev. 0	General Ledger Mainframe System Reports to Cost Center Managers A summary of revenues and expenditures, including profit and loss statements, distributed to cost center managers. <i>Note: Replaces DAN 93-03-52131 granted to the former Department of Information Services.</i>	Retain for 6 years after end of fiscal year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-62931 Rev. 0	Rate Setting Information Provides information on which to base the rates charged for telecommunication services. <i>Note: Replaces DAN 72-06-02114 granted to the former Department of Information Services.</i>	Retain for 2 years after rate change <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

4. INFORMATION TECHNOLOGY POLICY

This section covers records relating to the coordination of information technology policy.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-09-68832 Rev. 0	<p><i>Information Technology Portfolios and Compliance Letters</i> Provides a record of these policies that were updated at that period of time. <i>Note: Replaces DAN 11-10-62831 granted to the Office of Financial Management.</i></p>	<p>Retain for 7 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>

5. INFORMATION TECHNOLOGY SYSTEMS AND SERVICES

This section covers records relating to the management of enterprise systems such as the Human Resource Management System (HRMS) and payroll systems.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
15-09-68831 Rev. 0	<p><i>Human Resource Management System (HRMS) Database</i></p> <p>The Human Resource Management System (HRMS) database contains documentation of employee pay status, miscellaneous payroll deductions, internal revenue information, insurance plans, garnishments, sick/annual leave balance and other documentation regarding employee payroll.</p> <p><i>Note: Replaces DAN 11-10-62866 granted to the Department of Enterprise Services.</i></p>	<p>Retain for 60 years after superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
15-09-68833 Rev. 0	<p><i>Payroll Pick-Up Signature Log</i></p> <p>Provides a record of the signature of the individual that picks up the payroll warrants and backup for an agency, the payroll register number and the date.</p> <p><i>Note: Replaces DAN 11-10-62867 granted to the Department of Enterprise Services.</i></p>	<p>Retain for 1 year after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6. TECHNOLOGY SERVICES

This section covers records relating to provision of utility technology services to state and other government agencies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62932 Rev. 0	Automated Scheduling CA7-Flowcharts (Electronic Records) as backup. <i>Note: Replaces DAN 93-01-51855 granted to the former Department of Information Services.</i>	Retain until updated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62933 Rev. 0	CA-7 Automated Scheduling System <i>Note: Replaces DAN 93-01-51867 granted to the former Department of Information Services.</i>	Retain for 1 month after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62934 Rev. 0	CKDDLJ – Check List of Daily Jobs Checklist of the mainframe of daily jobs. This checklist consists of all the jobs that are scheduled to run in “Scheduler”. If Scheduler were down, the list would be used to know what jobs to run on the UNISYS platform. There is no need to keep it longer because it is used as a backup. <i>Note: Replaces DAN 04-06-60714 granted to the former Department of Information Services.</i>	Retain until the end of the day <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62935 Rev. 0	Computer Printouts Backups – daily. Console Logs – daily. <i>Note: Replaces DAN 93-01-51877 granted to the former Department of Information Services.</i>	Retain for 1 month after end of the month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62936 Rev. 0	CREPRT – Daily Print Dollar Computer printout to verify accuracy of jobs: CREPRT/tape library reports. <i>Note: Replaces DAN 93-01-51858 granted to the former Department of Information Services.</i>	Retain until end of week <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62937 Rev. 0	CTIFBK/Star Library Computer printout to verify accuracy of the job. <i>Note: Replaces DAN 93-01-51857 granted to the former Department of Information Services.</i>	Retain until end of week <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62938 Rev. 0	CTS and its Customers System Specifications and Design Review/Analysis Documentation describing CTS' and its customers' system operations, including, but not limited to, system documentation records, user guides, system flowcharts, input/output specifications. <i>Note: Replaces DAN 05-06-60928 granted to the former Department of Information Services.</i>	Retain for 6 years after date of review <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
11-12-62939 Rev. 0	Customer Tape Tracking <i>Note: Replaces DAN 93-01-51863 granted to the former Department of Information Services.</i>	Retain for 1 month after end of month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62940 Rev. 0	Cyber Security Forums Cyber security exercises, security information sharing groups (i.e. Multi-state ISAC, RIIG), security listservs (i.e., WACIRC listserv), incident alerts, etc. Covers documents created during CTS' involvement in cyber security response exercises, cyber security information sharing groups, cyber security listserv postings, security incident alerts, etc. <i>Note: Replaces DAN 04-05-60686 granted to the former Department of Information Services.</i>	Retain for 6 months after date created <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62941 Rev. 0	Daily Save – Production and Development System <i>Note: Replaces DAN 93-01-51846 granted to the former Department of Information Services.</i>	Retain until the end of the day <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62942 Rev. 0	Data Center Conventions Manual <i>Note: Replaces DAN 93-01-51840 granted to the former Department of Information Services.</i>	Retain until updated <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62943 Rev. 0	Offsite Storage Reference notebooks for status of transferred/retrieval for data at Offsite Storage. <i>Note: Replaces DAN 93-01-51862 granted to the former Department of Information Services.</i>	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
11-12-62944 Rev. 0	Off-Siting Forms/Documentation <i>Note: Replaces DAN 93-01-51871 granted to the former Department of Information Services.</i>	Retain until end of day <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62945 Rev. 0	Operations Logs Job Logs – daily. Turnover logs. <i>Note: Replaces DAN 93-01-51876 granted to the former Department of Information Services.</i>	Retain for 6 months after the end of the month <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62946 Rev. 0	<p>Production Quality Error Reports <i>Note: Replaces DAN 93-01-51864 granted to the former Department of Information Services.</i></p>	<p>Retain for 4 months after end of month <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62947 Rev. 0	<p>Security Contact Database Contact information for customer security administrators. The electronic database is maintained and updated as needed. Upon notification from a customer that the contact individual in the database has been terminated or left the position, CTS security personnel, update the database by replacing previous contact information with the new data. This database is a real-time constantly changing database. <i>Note: Replaces DAN 04-05-60663 granted to the former Department of Information Services.</i></p>	<p>Retain until termination or replacement of contact individual <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62948 Rev. 0	<p>Setup Sheets Jobs held in computer staging area. <i>Note: Replaces DAN 89-12-45262 granted to the former Department of Information Services.</i></p>	<p>Retain for 3 months after the end of the month <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62949 Rev. 0	<p>Tape Media Checkout Receipt <i>Note: Replaces DAN 93-01-51872 granted to the former Department of Information Services.</i></p>	<p>Retain until return of tape <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
11-12-62950 Rev. 0	<p>Tape Transfer Control Log <i>Note: Replaces DAN 89-12-45268 granted to the former Department of Information Services.</i></p>	<p>Retain until the end of the calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
11-12-62951 Rev. 0	<p>Technical Bulletins Notifications to customers of changes, upgrades on CTS computing systems. Bulletins are sent to CTS customers regarding history of changes to CTS systems (S390, Unisys, servers, etc.). <i>Note: Replaces DAN 04-05-60664 granted to the former Department of Information Services.</i></p>	<p>Retain for 6 years after date created <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>
11-12-62952 Rev. 0	<p>Unisys Tech Support Customer Correspondence <i>Note: Replaces DAN 93-01-51973 granted to the former Department of Information Services.</i></p>	<p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis. Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period. WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and

including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

INDEXES ARCHIVAL RECORDS

See the State Government General Records Retention Schedule for additional "Archival" records.

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