

06-00-00 INFORMATION TECHNOLOGY

Legend: AA - After Audit, AC - After Completion/Closure, ACT - While Active, AD - After Disposition, AE - After Expiration, AFP - After Final Payment, AP - After Approval, AR - Annual Review, AS - After Separation, AT - After Termination, C - Confidential, CM - Current Month, CY - Current Year, EY - Event Year, H - Historical, IND - Indefinite, L - Life of Board, Building, Vehicle, Registrant, Improvement or System, P - Permanent, S - After Superseded, V - Vital, +[Number] - Plus Years or Months

Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Active Retention	Inactive Retention	Total Retention	Citations & Legal Basis
06-01-00 General Information Technology Administration								
06-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-01-02	Spiceworks Software	Database system to manage help desk activities.			IND		IND	Transitory Record; Databases are maintained while active
06-01-03	Network Configuration Server	Active system to manage network configuration.		C	IND		IND	Transitory Record; Databases are maintained while active
06-01-04	Asset Inventory Spreadsheet	Used to track computer inventory and budget planning.			IND		IND	Transitory Record; Databases are maintained while active
06-01-05	Sharepoint Workflow System				IND		IND	Transitory Record; Databases are maintained while active
06-02-00 Projects & Licensing Records								
06-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-02-02	IT Projects	Includes all project related documents.			AC+2		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations
06-02-03	Process Documentation	Includes internal IT documentation on how to run a process or protocol for systems.			ACT		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Administrative Record, State of California Guidelines
06-02-04	How-to Guides	Handouts on how to use equipment or software.			AT+2		AT+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations Administrative Decision: Maintain for 2 years after termination of the system
06-02-05	Annual Maintenance Information	Includes documents related to annual maintenance contracts for software and hardware.			AT	5	AT+5	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.601; 5 years after completion for procurements exceeding \$25,000
06-03-00 Backup and Recovery Plans								
06-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		CY+2, AR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-03-02	Baracuda Cloud Backup	Nightly backup system for disaster recovery purposes. Maintained for no longer than 60 days.			60 Days		60 Days	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 2 months for daily backups Administrative Decision: Maintain cloud backup for 60 days due to backup system configuration.

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06-03-03	E-mail Backup System	Backed up system both internally and on the Microsoft cloud.			CM+2M		CM+2M	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 2 months for daily backups
06-03-04	911 Backup System	Managed by AT&T for Police Department.			CM+2M		CM+2M	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 2 months for daily backups