

Schedule 170-10

UNIVERSITY OF NEBRASKA

INFORMATION TECHNOLOGY RECORDS

December 16, 2021

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	170-10
AGENCY, BOARD OR COMMISSION	UNIVERSITY OF NEBRASKA
DIVISION, BUREAU OR OTHER UNIT	INFORMATION TECHNOLOGY RECORDS
Supersedes Edition of April 15, 2011 Formally Named Telecommunication Records	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE VP ICFD	DATE 10-28-21

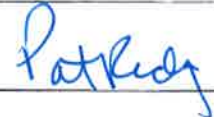
PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE 	DATE 12/9/21
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PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	DATE 12/14/21
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PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 	DATE 12/16/2021
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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electronic records once the record's retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is.
2. Dispose of records that have met their retention periods unless they are subject to a legal hold.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management Website https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

**Nebraska Secretary of State
Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
SOS.RecordsManagement@nebraska.gov
402-471-2559**

QUESTIONS

If you have any questions about these procedures, please contact the Director of University Records.

SCHEDULE 170-10
UNIVERSITY OF NEBRASKA
INFORMATION TECHNOLOGY RECORDS
December 16, 2021

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of April 15, 2011 Formerly Telecommunications Records

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
170-10-1	Assignment & Authorization of Users	Grouping: Information Technology Sub-Category: Information Security Category: Destroy/Delete	CY + 3Y	
170-10-2	Audit Trails and Routine Administrative Information	Grouping: Information Technology Sub-Category: Information Security Category: Destroy/Delete	CY + 3Y	System-generated audit trails tracking events relating to records in information systems used for routine administrative activities.
170-10-3	Cable Plant Documentation	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	SUP + 3Y	
170-10-5	Computer & Information Systems Logs	Grouping: Information Technology Sub-Category: Information Security Category: Destroy/Delete	Event + 7 Days in a Hot stage (searchable with high performance), 8-30 Days in a Cold stage (searchable with degraded performance), and 31-180 Days in a Frozen stage (not searchable and must be hydrated into a hot or cold index in order to be searchable)	Exceptions permitted in circumstances where compliance requires a different retention period.
170-10-7	Cyber Security Incident & Investigation	Grouping: Information Technology Sub-Category: Information Security Category: Destroy/Delete	CY + 3Y	
170-10-8	Data Administration/Metadata	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	Event + 3Y	Data dictionaries, definitions, and data structures, file layout, code translations, and associated reports.
170-10-9	Data Center Access Authorization Records	Grouping: Information Technology Sub-Category: Administrative Category: Destroy/Delete	CY + 3Y	
170-10-10	Data Center Access Logs	Grouping: Information Technology Sub-Category: Administrative Category: Destroy/Delete	CY + 3Y	
170-10-11	Electronic Records Software, Documentation, & System Maintenance	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	Retain as long as software-dependent records are retained + 1Y	
170-10-6	Endpoint Systems Logs	Grouping: Information Technology Sub-Category: Information Security Category: Destroy/Delete	Event + 30 Days if device is within the NU-ITS managed environment, otherwise Event + 180 Days per schedule defined in 170-10-5	Exceptions permitted in circumstances where compliance requires a different retention schedule.
170-10-12	Incident Management Documentation	Grouping: Information Technology Sub-Category: Administrative Category: Destroy/Delete	Event + 3Y	

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
170-10-14	IT Disaster Recovery Planning & Testing Records	Grouping: Information Technology Sub-Category: Disaster Recovery Category: Destroy/Delete	SUP + 3Y	
170-10-15	IT Disaster Recovery Records Created During an Event	Grouping: Information Technology Sub-Category: Disaster Recovery Category: Destroy/Delete	Event + 6 Months	Records created during the disaster recovery process, which include but are not limited to indexes, inventory lists, system logs, working documents, and correspondence. Records may also include recovery and data storage media held in reserve specific to
170-10-16	IT Project Plans & Charters	Grouping: Information Technology Sub-Category: Administrative Category: Transfer to Institutional Archives if there is archival value based on institutional archival policies.	Event Completion + 3Y	
170-10-17	IT Project Status Reports, Workflow, & Test Plans	Grouping: Information Technology Sub-Category: Administrative Category: Destroy/Delete	Event Completion + 3Y	
170-10-18	Move/Add/Change Work Orders	Grouping: Information Technology Sub-Category: Administrative Category: Destroy/Delete	CY + 1Y	
170-10-20	Program Source Code	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	SUP + 30 Days	Where permissible pursuant to contract or license terms.
170-10-21	Service Requests and Work Orders	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	Event + 1Y	
170-10-22	Support, Incident, & Problem Tickets	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	Event + 1Y	
170-10-23	System & Network Architecture & Configuration Documentation	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	Event + 3Y	
170-10-25	System Backups	Grouping: Information Technology Sub-Category: Backup & Recovery Category: None	See IT Backup Standards	Backups are kept solely as a security precaution and not intended to serve as the record copy or as a records retention tool.
170-10-19	System, Service, and Hardware Upgrade, Migration, and Conversion Planning	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	Event + 3Y	
170-10-24	Technical System, Service, and Program Documentation	Grouping: Information Technology Sub-Category: Technical Support & Documentation Category: Destroy/Delete	SUP + 3Y	

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
170-10-4	Telecom Call, Automated Call Distribution (ACD), Contact Center, and Voicemail Usage Data	Grouping: Information Technology Sub-Category: Usage Data Category: Destroy/Delete	CY + 1Y	