DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 20

Electronic Records Systems

This schedule provides disposal authorization for certain electronic records and specified hard-copy (paper) or microform records that are integrally related to the electronic records. This schedule applies to disposable electronic records created, maintained or received by District agencies including those managed for agencies by contractors. It covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer. Disposition authority is provided for certain master files, including some tables that are components of data base management systems, and certain files created from master files for specific purposes. In addition, this schedule covers certain disposable electronic records produced by end users in office automation applications. These disposition authorities apply to the categories of electronic records described in the District of Columbia General Records Schedule (DGRS) 20, regardless of the type of computer used to create or store these records. DCGRS 20 does not cover all electronic records. Electronic records not covered by DCGRS 20 may not be destroyed unless authorized by a Standard Form 115 or approved agency records retention schedule that has been approved by the Office of Public Records (OPR). The records covered by several items in this schedule are authorized for erasure or deletion when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. OPR cannot establish a more specific retention that would be appropriate in all applications. Each agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. OPR approval is not needed to set retention periods for records in the DCGRS that are authorized for destruction when no longer needed. Items 2a and 1a (in part) of this schedule apply to hard-copy or microform records used in conjunction with electronic files. Item 1 also covers printouts produced to test, use, and maintain master files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records whatever the medium in which such documentation and programs exist. This schedule has been revised to include electronically-generated records previously covered in General Records Schedule 23, Records Common to Most Offices. The original numbering of the items in DCGRS 20 has been preserved. The items moved from DCGRS 23 have been added at the end, except the item covering administrative data bases that has been incorporated into item 3.

This schedule applies to electronic records systems files routinely created, maintained, and disposed of by D.C. government agencies, including records received by an agency from another government agency, and records created, or stored, for D.C. government agencies by private contractors and grantees. It covers records created by computer operators, programmers, analysts, systems administrators, and staff persons using word processors.

The system approach is needed to schedule electronic records because the same subject-matter that exists in a single document in hard copy form, when converted to electronic form, may exist as input data, processing files, transaction files, and master files, in addition to the hard copy inputs, record layouts, codebooks, technical specifications, users' guides, and outputs. Thus, this schedule categorizes electronic records for appraisal and disposition on the basis of the various versions and/or formats of the subject-matter and related documentation, then addresses the subject-matter. In most cases, the subject-matter appraisal of agency records in electronic form will take place in the agency records retention schedule. Any electronic records that agencies think are not fully covered by this schedule should also be included in the agency records retention schedule. Electronic records may not be destroyed without an approved records disposition authorization.

The three basic categories of this schedule are: (1) documentation, (2) processing files, and (3) master files.

This general records schedule was amended by the Public Records Administrator.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION

1. **Files/Records Relating to the Creation, Use, and Maintenance of Computers, Applications, or Electronic Records.**

    a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records...

Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

    b. Electronic files or records used to create or update a master file, including, but not limited to, work files valid transaction files, and intermediate input/output records

Delete after information has been transferred to the master file and verified.

    c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to log-in files, password files, audit trail files, system usage files, and cost-back file used to asses charges for system use.

Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

2. **Input/Source Records.**

    a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in an OPR-approved agency records schedule. system.

Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file or database, whichever is later.

    b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.

Delete when data have been entered into the master file or database and verified, or when longer required to support reconstruction, of, or serve as back-up to, a master file or database, whichever is later. .

    c. Electronic records received from another agency and used as input/ source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific inform-

Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of or serve as back up to, the master file or database, whichever is later.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	information needs of the receiving agency.	Delete after the necessary data have been incorporated into a master file.
	d. Computer files or records containing un-calibrated and invalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.	
3.	**Electronic Versions of Records Scheduled for Disposal.**	
	Electronic Versions of Records Scheduled for Disposal. Electronic versions of records that are scheduled for Disposal under one or more items in DCGRS 1-16, 18, 22, or 23; EXCLUDING those that replace or duplicate the following DCGRS items: DCGRS 1,items 21, 22; DCGRS 12, item 3; and DCGRS 18.	Delete after the expiration of the retention period authorized by the DCGRS or when no longer needed, whichever is later.
	a. Electronic records that support administrative housekeeping functions when the records are derived from or replace hard copy records authorized by OPR for destruction in an agency-specific records schedule.	Delete after the expiration of the retention period authorized by the DCGRS or when no longer needed, whichever is later.
	1. When hard copy records are retained to meet recordkeeping requirements.	Delete electronic version when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes.
	2. When the electronic record replaces hard copy records that support administrative housekeeping functions	Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.
	3. Hard copy printouts created for short-term administrative purposes.	Destroy when the agency determines that the they are no longer needed for administrative, legal, audit, or other operational purposes
4.	**Data Files Consisting of Summarized Information.**	
	Data Files Consisting of Summarized Information. Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a DCGRS item or is authorized for deletion by a	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

disposition job approved by   OPR,
EXCLUDING data files that are created as
disclosure-free files to allow public access to
the data which may not be destroyed before
securing OPR approval.

[NOTE: Data files consisting of summarized
information   which were created from a
master file or data base that is unscheduled,
or that was scheduled as permanent but no
longer exists or can no longer be accessed,
may not be destroyed before securing OPR
approval.

Definitions of all codes used, including
standard codes.

5.   **Records Consisting of Extracted
Information**

Electronic files consisting solely of records   Delete when the agency determines that they are
extracted from a single master file or data base   no longer.   Needed for administrative, legal,
that is disposable under DCGRS 20 or   audit, or other operational purposes.
approved for deletion by a OPR-approved
disposition schedule, EXCLUDING extracts   [NOTES: (1) Records consisting of extracted
that are: information that was created from a master file
                                                       or data base that is unscheduled, or that was
a) produced as disclosure-free files to allow   scheduled as permanent but no longer exists or
public access to the data; or   can no longer be accessed may not be destroyed
                                                       before securing OPR approval. (2) See item 12 f
b) produced by an extraction process which   this schedule for other extracted
changes the informational content of the
source master file or data base; which may
not be destroyed before securing OPR
approval. For print and technical reformat
files see items 6 and 7 of this schedule
respectively.

6.   **Print File.**

Electronic file extracted from a master file or   Delete when the agency determines that they
database with changing it and used solely to   are no longer needed for administrative,
produce hard-copy publications and/or   legal, audit, or other operational purposes.
printouts of tabulations, ledgers, registers,
and statistical reports.\

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION

7. Technical Reference File.

Electronic file consisting of data copied from a complete or partial master file or data base made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the District of Columbia Archives.

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

8. Backs of Files.

Electronic copy considered by the agency to be a District record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.

a. File identical to records scheduled for transfer to the District of Columbia Archives.

Delete when the identical records have been Captured in a subsequent backup file or when the identical records have been transferred to the District of Columbia Archives and successfully copied.

b. File identical to records authorized for disposal in an OPR-approved records schedule.

Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

9. Finding Aids (or Indexes).

Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the DCGRS or an OPR-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

Delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

10. Special Purpose Programs.

Application software necessary solely to use or maintain a master file or database authorized for disposal in a DCGRS item or an OPR-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled

Delete when related master file or database has been deleted

master file or database or any master file or
database scheduled for transfer to the National
Archives.

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11.   **Documentation.**

a. Data systems specifications, file
specifications, codebooks, record layouts, user
guides, output specifications, and final reports
(regardless of medium) relating to a master
file or data base that has been authorized for
destruction by the DCGRS or an OPR-
approved disposition schedule.

Destroy or delete when superseded or obsolete,
or upon authorized deletion of the related master
file or database, or upon the destruction of the
output of the system if the output is needed to
protect legal rights,
whichever is latest.

a. Copies of records relating to system
security
Including records documenting periodic audits
or review and recertification of sensitive
applications, disaster and continuity plans, and
risk analysis, as described in OMB Circular
No.

Destroy or delete when superseded or obsolete.

[NOTES: (1) Documentation that relates to
permanent or unscheduled master files and data
bases is not authorized for destruction by the
DCGRS. (2) See item 1a of this schedule for
documentation relating to system testing.]

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12.   **Downloaded and Copied Data**

Derived data and data files that are copied,
extracted, merged, and/or calculated from
other data generated within the agency, when
the original data is retained.

a. Derived data used for ad hoc or one-time
inspection, analysis or review, if the derived
data is not needed to support the results of the
inspection, analysis or review .

Delete when the agency determines that they are
no longer needed for administrative, legal, audit,
or other operational purposes.

b. Derived data that provide user access in lieu
of hard copy reports that are authorized for
disposal.

Delete when the agency determines that they are
no longer needed for administrative, legal, audit,
or other operational purposes

c. Metadata or reference data, such as format,
range, or domain specifications, which is
transferred from a host computer or
server to another computer for input, updating,
or transaction processing operations.

Delete from the receiving system or device
when no longer needed for processing.
NOTE: See item 5 of this schedule for other
extracted data.]

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION

13. **Word Processing Files.**

Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Delete from the word processing system when no longer needed for updating or revision

14. **Electronic Mail Records.**

Senders' and recipients' versions of electronic mail messages that meet the definition of District records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Delete from the e-mail system after copying to a recordkeeping system.

[NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.]

15. **Electronic Spreadsheets.**

Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports .

a. When used to produce hard copy that is maintained in organized files.

Delete when no longer needed to update or produce hard copy.

b. When maintained only in electronic form.

Delete after the expiration of the retention period authorized for the hard copy by the DCGRS or an OPR-approved SF 115. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired

16. **Housekeeping System Master Files.**

Electronic records systems containing data used to support or operate housekeeping and office administration functions such as

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION

supply management, payroll preparation, and routine expenditures.

a. If the records are already covered by an existing general records schedule, such as DCGRS 23, Records Common to Most Offices; or DCGRS 2, Payrolling and Pay Administration Records; or D.C. Schedule 40, Section 8, Procurement, Supply, and Grant Records.

Follow the disposition instructions in the pertinent general schedule.

b. If the records are not covered by an existing schedule.

Submit request for disposition authority to D.C. Archives.

17. **Schedules of Daily Activities.**

See DCGRS 23, item 2.

Computerized calendars, appointment schedules, logs, and other records documenting such things as meetings, appointments, telephone calls, travel, and visit, by government employees while serving in an official capacity.

18. **Program Records Systems Master Files.**

Records created, received, or produced by a contractor or grantee, to document, implement, direct, monitor, support, study, or operate agency programs.

Submit request for disposition authority to D.C. Archives.

19. **Summary Master Files.**

Summaries or aggregates of a file that exist in greater detail on other magnetic media.

Submit request for disposition authority to D.C. Archives.

20. **Samples, Subsamples, and Special Study Extracts Master Files.**

Files containing data selected from a larger data file, but designed to be representative of the larger file.

Submit request for disposition authority to D.C. Archives.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION

21. **Re-Formatted Master Files.**

Files containing duplicate record
information copied from another master file.

a. Digitized records acquired from an
outside source by a D.C. government
agency for its own purposes.
    Submit request for disposition authority
to D.C. Archives.

b. Files copied and re-formatted solely
to be used on a different computer, or
with different software.
    Destroy when no longer needed.

c. Files copied and re-formatted for the
specific purpose of information
interchange.
    Destroy when no longer needed.

d. Files copied and re-formatted for the
specific purpose of storing the Files
on computer output microfilm (COM)
or a CD (compact disk).
    Submit request for disposition authority
to D.C. Archives.

22. **Electronic Records Requests**

Electronic files or applications received
online for processing goods and services
with e-signature.

a. Maintain electronic file in database with
all supporting documentation for the
obligation of funds to purchase goods and
services until transactions are completed.
    Maintain records in database system for 1
year after final transaction, then delete file.

b. Paper records of the electronic files are
copies.
    Destroy when no longer needed.

c. Files and applications created in paper
format and stored in manual filing
system/file cabinet. Maintain with all
supporting documentation for the obligation
of funds to purchase goods and services.
    Maintain records for 1 year after final
transaction, and then delete/destroy.