
GOVERNMENT OF THE DISTRICT OF COLUMBIA

RECORDS RETENTION SCHEDULE

General Records Schedule 20: Electronic Records and Systems



Updated: August 1, 2024

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Introduction to General Retention Schedule

The Importance of Records

Records are the institutional memory of government. Every agency is responsible for creating and maintaining records that adequately document the organization, functions, policies, procedures, and major activities of the agency. An agency's records should reflect the evolution of agency policies and decisions, provide the information needed by successor officials to make intelligent decisions, and provide a lasting record of the unique contributions of the agency. Proper records must be kept to document the financial and legal commitments and interests of the government and of its citizens, and to permit oversight of an agency's activities.

Records Management

It is not only important that every agency create and maintain adequate documentation, but also that it provides for the proper disposition of its records by adopting a comprehensive records management program. Such a program establishes controls over records from the time of their creation to the time of their final disposition. It seeks to (a) provide for the timely and systematic removal of inactive records from an agency and the eventual destruction of those of a temporary nature after an appropriate length of time; and (b) identify those records of such historical or other importance that they should be preserved permanently in the District of Columbia Archives. A records management program is vital to the efficient and economical operation of government. Without it, offices would be drowning in records, at tremendous costs to the government in space, filing equipment, staff, and general efficiency of operations.

Records Schedule

The records schedule forms the heart of a good records management system. A schedule identifies those records of continuing value that are suitable for accessioning into the D.C. Archives and authorizes agencies to dispose of those records of temporary importance. A schedule is a detailed timetable that specifies the length of time records should be kept in active and inactive status prior to their final disposition. It prescribes how long a record should be maintained within an office before it may be destroyed, moved to low-cost storage in the D.C. Records Center, or transferred to the D.C. Archives to be preserved permanently.

There are two (2) types of records schedules: (1) an agency records schedule; and (2) a general records schedule.

- (1) Agency Records Schedules – The attached schedule is an agency records schedule. It is based on a survey of the specific records created, received, utilized and maintained in the various offices of your agency, and its disposition instructions are tailored to those records unique to your agency. It provides legal authority for the disposition of official records of your agency alone.
- (2) General Records Schedule - In addition to agency records schedules, there are also general records schedules. These schedules provide disposition authority for records common to most or all agencies of government. They cover records relating to personnel, fiscal functions, accounting, budget, procurement, transportation, and other common or housekeeping functions. An agency may implement or utilize the disposition instructions of a general records schedule where applicable or may apply a retention period that differs from that in the general schedule by submitting a retention schedule for that particular record series. However, General Schedules do not apply to documents dated before January 1, 1921. If you have records in your office dated earlier than 1921, please contact the D.C. Archives for an appraisal of those records.

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The general records schedules that have been developed for the District of Columbia are embodied in D.C. General Records Schedules 1-18 and 20-24. The Office of Public Records is currently in the process of updating the D.C. General Schedule to reflect changes in the government, the implementation of new procedures, policies, and practices, as well technology over the past 30 to 40 years. Changes will be posted and agency records management officers will be notified.

Amending an Agency Records Retention Schedule

An agency records retention schedule is not a static document. It must be reviewed and revised on a regular basis. The organization of an agency, its functions, and programs are constantly changing, and the schedule must be continually updated to incorporate these changes. Amendments to agency schedules may be initiated either by the agency or by the Office of Public Records. Regulation 1 DCMR 1504.1(h) requires agencies to review their schedule annually to insure that it is up-to-date and provides for the disposition of all series of records not covered by the general records schedules.

In order to understand and apply the records retention schedule for your agency, it is important to define certain terms that are used in records management and archives.

What are Public Records?

Public records are defined by District of Columbia law as “any document, book, photographic image, electronic data recording, electronic mail, paper, video recording, sound recording, microfilm, computer disk, or other material, regardless of physical form or characteristic, that documents a transaction or activity made, received, or retained pursuant to law or in connection with the transaction of public business by or with any officer or employee of the District.” Records are made or received and utilized by an office as it conducts its business. They relate directly to the mission of an agency and document the functioning of an agency. Although a paper document is the most common form of a record, a record can be of any physical characteristic. Computer tapes and disks, sound and video recordings, photographs and motion picture film, microfilm, maps, and charts, may each constitute an official record. Records, as defined above belong to the District of Columbia. In no sense are they the personal property of an individual. They may not be destroyed except under legal procedures established by the government. One of the major purposes of an approved agency records retention schedule is to provide authority for the legal disposition of official records.

What is Non-Record Material?

Not every document in a government office is an official record. The following types of material are usually considered non-record: duplicate copies of documents; pamphlets, periodicals, books, printed reports, and other materials maintained for reference purposes; reference copies of Mayor’s Orders, Mayor’s Memoranda, and the D.C. Register; reading files (“chron files”); copies of memoranda, correspondence, reports, and similar materials received from other agencies that require no action; drafts of reports and correspondence and related working papers that do not impact or are not considered essential to a final decision regarding policies, laws, and regulations, and that do not demonstrate the thought processes and reasoning behind making those decisions; blank forms, transmittals, and routing slips; and materials relating to fringe activities of an agency such as charitable fund drives.

Non-record materials are disposable on agency authority alone. If you are unsure as to the status of certain kinds of material, please call the Office of Public Records for assistance.

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What are Personal Papers?

Some officials and employees keep personal papers within their offices. These are documents of an unofficial, private nature that pertain to an individual's personal affairs and do not relate to official business. Such papers might include files accumulated by an official (or employee) before they assumed office, or documents relating to one's private concerns, such as outside business activities or memberships in professional organizations, or personal notes or diaries that are totally unrelated to public business.

It is important that such papers be kept apart from official records and that they are clearly labeled as private papers. Please take care to see that personal papers do not become intermingled and confused with official records.

Retention Schedule Basic Terms and Use:

Close Date	The date or timeframe from which no further information may be added to a record.
Cutoff Date	After records close, a date or timeframe is selected as the "cutoff," designating when the record becomes inactive. This date starts the retention time clock and occurs at regular intervals. Please note that the close date and cutoff date may be the same.
Destroy/Delete	Records may be destroyed or deleted in accordance with DC Code § 2-1701, and agency policy. Care should be taken to ensure proper destruction of government records.
PHI	Personal Health Information defines the information covered under the HIPAA privacy rule. Federal protections apply to personal health information held by covered entities and give patients an array of rights with respect to that information. At the same time, the privacy rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.
PII	Personally Identifiable Information (PII), or Sensitive Personal Information (SPI), as used in US privacy law, is information that can be used on its own or with other information to identify, contact, or locate a single person or to identify an individual in context.
Remaining Retention in Records Center	The total retention period minus the length of time records are maintained on-site is as follows: For permanent records, this is the remainder of the period that the records remain in the legal custody of the agency before transferring to the Archives.
Transfer of Records (Physical)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the Record Center remain in the legal custody of the agency. FOIA requests for these records are sent to the agency, and the agency is responsible for responding to and releasing information as appropriate.

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Transfer of Records (Legal)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Transferring records to the DC Archives transfers legal custody to the archives. FOIA requests for these records are the responsibility of the Archives.
Total Retention	The total time a record is to be retained in the legal custody of the District after cutoff.
Years in Office	Length of time records are maintained on-site at the agency after cutoff.

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Citations Impacting Retention

Federal

District of Columbia Home Rule Act (Passed by Congress on December 24, 1973)

DC Legislation

DC Code § 2-1701

DC Code § 2-1706

DC Code § 28-4911

DC Code § 28-4916

DCMR 1-1504.1

Mayor's Order 2009-118

Court Orders

None

Audits Impacting Retention

None

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Introduction to DCGRS-20

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 and permanent 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.

DCGRS 20 does not cover all electronic records. Electronic records not covered by DCGRS 20 may not be destroyed unless authorized by an 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 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 1a and 2a (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 medium 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 databases that have been incorporated into item 3.

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

Due to the proliferation of electronic messaging in all of its formats, this schedule has been updated to reflect instructions on how to manage this information. It has also been updated to reflect the widespread use of Social media by agencies to engage with the public.

Agencies are expected to apply documented selection criteria to cull the records of Senior officials (permanent accounts) to the greatest extent possible before transfer to OPR. Culling refers to the removal – or otherwise excluding from capture – of non-record, personal, or transitory messages and attachments. Culling typically includes the removal of spam, message blasts received (such as agency-wide communications), and personal materials (such as emails or messages to family members not related to agency business). Culling may be manual, automated, or a hybrid of both. Agencies may develop their own policies and procedures for the culling of temporary accounts.

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

Record Schedule

Item #	Item Description	Total Retention	Disposition Instructions
1	<p><u>Files/Records Relating to the Creation, Use, and Maintenance of Computers, Applications, or Electronic Records.</u></p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Temporary</p> <p>Temporary</p> <p>Temporary</p>	<p>Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>Delete after information has been transferred to the master file and verified.</p> <p>Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.</p>
2	<p><u>Input/Source Records.</u></p> <p>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.</p>	<p>Temporary</p>	<p>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.</p>

Item #	Item Description	Total Retention	Disposition Instructions
3	<p>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.</p>	Temporary	Delete when data has 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.
	<p>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 information needs of the receiving agency.</p>	Temporary	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.
	<p>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.</p>	Temporary	Delete after the necessary data have been incorporated into a master file.
	<p><u>Electronic Versions of Records Scheduled for Disposal.</u> 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.</p> <p>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.</p>	Temporary	Delete after the expiration of the retention period authorized by the DCGRS or when no longer needed, whichever is later.

Item #	Item Description	Total Retention	Disposition Instructions
4	<ol style="list-style-type: none"> 1. When hard copy records are retained to meet recordkeeping requirements. 2. When the electronic record replaces hard copy records that support administrative housekeeping functions 3. Hard copy printouts created for short-term administrative purposes. <p><u>Data Files Consisting of Summarized Information.</u></p> <p>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 database that is disposable under a DCGRS item or is authorized for deletion by a 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.</p> <p>[NOTE: Data files consisting of summarized information that were created from a master file or database 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.</p> <p>Definitions of all codes used, including standard codes.</p>	<p>Temporary</p> <p>Temporary</p> <p>Temporary</p> <p>Temporary</p>	<p>Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.</p> <p>Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>Destroy when the agency determines that they are no longer needed.</p> <p>Delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.</p>

Item #	Item Description	Total Retention	Disposition Instructions
5	<p><u>Records Consisting of Extracted Information</u></p> <p>Electronic files consist solely of records extracted from a single master file or database that is disposable under DCGRS 20 or approved for deletion by a OPR-approved disposition schedule, EXCLUDING extracts that are:</p> <ul style="list-style-type: none"> a. produced as disclosure-free files to allow public access to the data; or b. produced by an extraction process which 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. <p>[NOTES: (1) Records consisting of extracted information that was 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. (2) See item 12 of this schedule for other extracted information.]</p>	<p>Temporary</p> <p>Temporary</p>	<p>Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p>
6	<p><u>Finding Aids (or Indexes).</u></p> <p>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.</p>	<p>Temporary</p>	<p>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.</p>

Item #	Item Description	Total Retention	Disposition Instructions
7	<p><u>Special Purpose Programs.</u></p> <p>Application software necessary solely to use or maintain a master file or database authorized for disposal in a DGRS item or an OPR-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the Records Center.</p>	Temporary	Delete when related master file or database has been deleted.
8	<p><u>Documentation.</u></p> <p>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 database that has been authorized for destruction by the DGRS or a OPR- approved disposition schedule.</p> <p>b. 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.</p> <p>[NOTES: (1) Documentation that relates to permanent or unscheduled master files and databases is not authorized for destruction by the DGRS. (2) See item 1a of this schedule for documentation relating to system testing.]</p>	Temporary Temporary	<p>Destroy or delete when superseded or obsolete, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.</p> <p>Delete when the agency determines that they are no longer needed</p>
9	<p><u>Downloaded and Copied Data</u></p> <p>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.</p> <p>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</p>	Temporary	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

Item #	Item Description	Total Retention	Disposition Instructions
10	<p>inspection, analysis, or review.</p> <p>b. Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.</p> <p>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.</p> <p>[Note: 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.]</p> <p><u>Non-recordkeeping copies of electronic records.</u> Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:</p> <ul style="list-style-type: none"> • Documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent. • Senders’ and recipients’ versions of electronic mail messages that meet the definition of District Government records, and any related attachments. • Electronic spreadsheets • Digital still pictures or posters • Digital video or audio files • Digital maps or architectural drawings 	<p>Temporary</p> <p>Temporary</p> <p>Temporary</p>	<p>Delete when the agency determines that they are no longer needed</p> <p>Delete from the receiving system or device when no longer needed for processing.</p> <p>Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.</p>

Item #	Item Description	Total Retention	Disposition Instructions
11	<ul style="list-style-type: none"> • Copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves <p>Note 1: Non-recordkeeping copies may be DC government records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are DC Government records. The copies described here are DC Government records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.</p> <p>Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.</p> <p><u>Housekeeping System Master Files.</u></p> <p>Electronic records systems containing data used to support or operate housekeeping and office administration functions such as supply management, payroll preparation, and routine expenditures.</p> <ul style="list-style-type: none"> 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. b. If the records are not covered by an existing schedule. 	<p>Temporary</p> <p>Temporary</p>	<p>Follow the disposition instructions in the pertinent general schedule.</p> <p>Submit request for disposition authority to D.C. Archives.</p>

Item #	Item Description	Total Retention	Disposition Instructions
12	<p><u>Schedules of Daily Activities.</u></p> <p>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.</p>	Temporary	See DCGRS 23, item 2
13	<p><u>Program Records Systems Master Files.</u></p> <p>Records created, received, or produced by a contractor or grantee, to document, implement, direct, monitor, support, study, or operate agency programs.</p>	Temporary	Submit request for disposition authority to D.C. Archives.
14	<p><u>Summary Master Files.</u></p> <p>Summaries or aggregates of a file that exist in greater detail on other magnetic media.</p>	Temporary	Submit request for disposition authority to D.C. Archives.
15	<p><u>Samples, Subsamples, and Special Study Extracts Master Files.</u></p> <p>Files containing data selected from a larger data file, but designed to be representative of the larger file.</p>	Temporary	Submit request for disposition authority to D.C. Archives.
16	<p><u>Re-Formatted Master Files.</u></p> <p>Files containing duplicate record information copied from another master file.</p> <p>a. Digitized records acquired from an outside source by a D.C. government agency for its own purposes.</p>	Temporary	Submit request for disposition authority to D.C. Archives.

Item #	Item Description	Total Retention	Disposition Instructions
17	<p>b. Files copied and re-formatted solely to be used on a different computer, or with different software.</p> <p>c. Files copied and re-formatted for the specific purpose of information interchange.</p> <p>d. Files copied and re-formatted for the specific purpose of storing the Files in an electronic format.</p> <p><u>Electronic Records Requests</u></p> <p>Electronic files or applications received online for processing goods and services with e-signature.</p> <p>a. Maintain electronic file in database with all supporting documentation for the obligation of funds to purchase goods and services until transactions are completed.</p> <p>b. Paper records of the electronic files are copies.</p> <p>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.</p>	<p>Temporary</p> <p>Temporary</p> <p>Temporary</p> <p>Temporary</p> <p>Temporary</p> <p>Temporary</p> <p>Temporary</p>	<p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p> <p>Submit request for disposition authority to D.C. Archives.</p> <p>Maintain records in database system for 1 year after final transaction, then delete file.</p> <p>Destroy when no longer needed.</p> <p>Maintain records for 1 year after final transaction, and then delete/destroy.</p>

Item #	Item Description	Total Retention	Disposition Instructions
18	<p><u>Electronic Correspondence Records.</u></p> <p>This section applies to senders' and recipients' versions of electronic mail messages, text messages, chat messages, and other electronic messages sent through messaging systems such as Microsoft Teams that meet the definition of District records and any attachments to the record messages.</p> <p><i>A. Email and other electronic messages of Senior DC Government Officials.</i></p> <p>Senior DC Government Officials are designated by account or position level. This group includes those generally identified as members of the Mayor's 1st and 2nd Cabinets. This may be by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function, and/or by phone number or other identifier for other types of electronic messages. Senior officials include all those listed on an approved OPR Senior Official Identification Form (PRA-D 002), and must include individuals that fall within the following categories, when applicable:</p> <ol style="list-style-type: none"> 1. The head of the agency, such as Secretary, Commissioner, Administrator, Chairman, or equivalent; 2. Principal assistants to the head of the agency (second tier of management), such as Deputy Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Metropolitan Police Department serving in comparable positions; 3. Deputies of all positions in categories 1 and 2, and/or their equivalent(s); 4. Staff assistants to those in categories 1 and 2, such as special assistants and/or aides; 	Permanent.	Transfer to Public Records Center at the end of the current administration and/or end of employee tenure, whichever is later

Item #	Item Description	Total Retention	Disposition Instructions
	<p>5. Principal management positions, such as Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer, and/or their equivalent(s);</p> <p>6. Directors of significant program offices and/or their equivalent(s);</p> <p>7. Principal supervisors, such as Department Administrators, and/or their equivalent(s);</p> <p>8. Roles or positions that routinely provide advice and oversight to the agency, including those positions in categories 1 through 3 and 5 through 7, including General Counsels, Chiefs of Staff, Inspectors General, etc.;</p> <p>9. Roles and positions not represented above and filled by Mayoral Appointment with DC Council Confirmation; and</p> <p>10. Additional roles and positions that predominantly create permanent records related to mission-critical functions or policy decisions and/or are of historical significance.</p> <p>This item covers emails and/or other types of electronic messages of officials captured during their tenure as senior officials only. Therefore, records created prior to their designation as a senior official (e.g., prior to their promotion/rotation into a senior position) are excluded and should be disposed of with other OPR-approved disposition authorities, including - but not limited to - items 018(b) and 018(c) of this schedule.</p> <p>This also includes officials in an acting capacity for any of the above positions for longer than 60 days. Agencies may also include individual emails and/or other types of electronic messages from otherwise temporary accounts appropriate for permanent disposition in this category.</p> <p>This item <i>must</i> include all existing legacy email and/or other types of</p>		

Item #	Item Description	Total Retention	Disposition Instructions
	<p>electronic messages that correlate to the roles and positions described above.</p> <p>If a Senior official has more than one agency-administered account, this item applies to all accounts. If a Senior official has an email account managed by other staff (such as personal assistants, confidential assistants, military assistants, or administrative assistants), this item applies to those accounts. This item applies to all email and/or other types of messages regardless of the address name(s), and/or phone number(s) used by the Senior Official for agency business, such as nicknames or office title names. Email to or from personal or non-official email and/or other messaging accounts in which official agency business is conducted is also included – a complete copy of these records must be copied or forwarded to an official electronic messaging account of the officer or employee not later than 20 days after the original creation or transmission of the record.</p> <p>Please consult the PRA-D 002 for more information on which positions are included within each category.</p> <p>Not media neutral; applies to records managed in an electronic format only.</p> <p>Exclusions: Items identified as transitory in Item #19. See also paragraph 5 of the introduction to this records schedule.</p> <p>Cutoff at the end of the current administration and/or end of employee tenure, whichever is later</p>		

Item #	Item Description	Total Retention	Disposition Instructions
18(b)	<p><i>Email and other types of electronic messages of Non-Senior officials.</i></p> <p>Email and/or other types of electronic messages of all other officials, staff, and contractors not included in item 018(a).</p> <p>a. This item applies to the majority of email and other messaging accounts/users within an agency</p>	Temporary	Delete when 7 years old, but longer retention is authorized if required for business use.
18(c)	<p><i>Email and other types of electronic messages of Support and/or administrative positions.</i></p> <p>This includes non-supervisory positions that carry out routine and/or administrative duties. These duties comprise general office or program support activities and frequently facilitate the work of District agencies and their programs. This includes, but is not limited to, roles and positions that process routine transactions; provide customer service; involve mechanical crafts or unskilled, semi-skilled, or skilled manual labor; respond to general requests for information; involve routine clerical work; and/or primarily receive nonrecord and/or duplicative email.</p>	Temporary	Delete when 3 years old, but longer retention is authorized if required for business use.
19	<p><i>Transitory Records</i></p> <p>Records that meet the following conditions:</p> <ul style="list-style-type: none"> • They are required for only a short time (generally less than 180 days) and • They are not required to meet legal or fiscal obligations or to initiate, sustain, evaluate, or provide evidence of decision-making. • non-record, spam, personal messages <p>Exclusion: This item does not include the following data output files, which must be scheduled on an agency-specific schedule:</p> <ul style="list-style-type: none"> • files created specifically for public access purposes • summarized information from unscheduled electronic records or inaccessible permanent records • data extracts produced by a process that significantly changes the content of the file from the source records' content, effectively creating a new data file. 	Temporary	Destroy when no longer needed for business use, or according to an agency predetermined time period or business rule

Item #	Item Description	Total Retention	Disposition Instructions
20	<p><i>Social Media Posts and Data</i></p> <p>This section refers to official DC Government agency, departmental, and or senior official accounts. includes posts, comments, direct messages, and other content related to Agency and departmental social media posts.</p> <p>Media: Electronic (Stored on social media sites)</p> <p>Permanent: Records close when published and cut off the last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	Transfer to DC Archives quarterly.

Non-Records

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand
Reference or Convenience Copies of official documents (i.e.: copies of Mayor’s orders, or correspondence)
Working papers that don’t impact or are not considered essential to a final decision regarding policies, laws, and regulations
Library or other reference materials or records maintained solely for convenience or reference
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.