

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - DAILY, WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-001.3	Cybersecurity Incident Response Records (incident reports, investigation notes, containment actions, lessons learned)	When No Longer Required	Yes			Mag	Department preference; Preliminary draft not retained in the ordinary course of business; GC §34090 et seq,
Information Technology	IT-001.7	Disaster Recovery & Continuity Test Records (restore tests, DR exercises, results, remediation plans)	1 year	Yes			Mag	Department preference; Preliminary draft not retained in the ordinary course of business; GC §34090 et seq,
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)	When Superseded		Mag.			GC §34090 et seq.
Information Technology	IT-002.5	Identity & Access Administration Records (access requests / approvals, group membership approvals, access reviews/certifications)	1 year				Mag	Department preference; Preliminary draft not retained in the ordinary course of business; GC §34090 et seq,
Information Technology	IT-003	Network Configuration Maps / Plans	When No Longer Required		Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-003.2	Privileged Access Records (privileged role grants, break-glass use logs, privileged session records when available)	1 year				Mag	Department preference; Preliminary draft not retained in the ordinary course of business; GC §34090 et seq,
Information Technology	IT-003.4	Security Logs / Monitoring Alerts (SIEM alerts, firewall/security events, EDR detections, authentication audit logs, where centrally retained)	2 years	Yes (for priority systems)			Mag	Department preference; Preliminary draft not retained in the ordinary course of business; GC §34090 et seq,

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

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Information Technology	IT-003.6	Separated Employee Account Disposition Records (email /OneDrive / account transfer documentation)	1 year				Mag	Department preference; Preliminary draft not retained in the ordinary course of business; Employees save final records in Project files; GC §34090 et seq,
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup) / (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) / other unalterable media that does not permit additions, deletions, / changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Information Technology	IT-004.5	Vendor Remote Access / Support Records (vendor access approvals, access window approvals, remote support session logs when retained)	1 year				Mag	Department preference; Preliminary draft not retained in the ordinary course of business; GC §34090 et seq,
Information Technology	IT-006	VIDEO RECORDINGS - Public Areas / Public Activity	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Information Technology	IT-005	VIDEO RECORDINGS - Department Activity, Building Security (Employees Performing Work, Cashiering, Building Security, etc.)	1 year		Mag			Records regular and ongoing operations or Building Security; GC §34090.6 et seq,
Information Technology	IT-006	Vulnerability Management & Patch Compliance Records (scan results, remediation tracking, exception approvals, deferrals)	1 year				Mag	Department preference; Preliminary draft not retained in the ordinary course of business; GC §34090 et seq,