# ICT Data Retention Schedule

UNITED NATIONS SECRETARIAT ICT TECHNICAL PROCEDURE

Ref: INF.01.PROC

# Revision History

| Serial Number | Release Description | Release Number | Release Date | Author(s) |
|---|---|---|---|---|
| 1 | New Document | 1.0 | Sept 2014 | Endorsed by the ICT Policy Committee |
| 2 | Modify "T=" to "T+ | 1.1 | Oct 2014 | Chair of the ICT Policy Committee |
| 3 | Revised and endorsed | 2.0 | 11 Sept 2018 | ICT Policy Committee |
| 4 | Clarified the difference between business data and ICT data, re-arranged ICT data according to functional category and ICT project lifecycle. | 3.0 | 09 June 2021 | Endorsed by the ICT Policy Committee |

Approved by:

Date:

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_____ 2021

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# ICT Data Retention Schedule United Nations Secretariat ICT Technical Procedure

## 1  Purpose and Scope

1.1  The Secretariat has been undergoing a massive digital transformation that moves the Secretariat workforce from a traditional paper-base workspace into a fully digital workspace. Huge volume of substantive business data and information have been generated, stored, and managed in the Secretariat's ICT infrastructure. In addition, to support the Secretariat's digital transformation, OICT and other ICT service providers have been generating ICT data in their work of maintaining a robust ICT infrastructure including a global network, multiple enterprise applications, tiered data storage, mandatory cyber security technical measures, and disaster recovery technical mechanism, etc.

1.2  The scope of this guideline is limited to defining the ICT data retention schedule1 and providing instructions on how to apply the retention schedule to ICT data and information. The retention schedules for substantive business data and information are defined by substantive business entities2 hence are not in scope of this guideline.

1.3  The ICT data and information retention schedule provide directive on secure disposal of data and information that do not have legal, financial, administrative, informational, or other values to the Secretariat. It also ensures that ICT data and information that shall be kept as part of UN archives are captured and transferred into UN archives in compliance with the Secretariat's records and archives management policy.

1.4  All Secretariat ICT service providers are required to follow this guideline and apply ICT data retention schedule to the ICT data and information under their management.

## 2  Definitions

2.1  The following definitions shall apply for the purposes of the present procedure:

   a)  *ICT data:* any data or information, regardless of its form or medium, which is or has been electronically generated by, transmitted via, received by, processed by, or represented in an ICT resource.

   b)  *ICT service providers:* United Nations Secretariat organizational units that provide ICT services to one or more Secretariat entities.

   c)  *Office of record:* office or administrative unit that has been designated for the maintenance, preservation, and disposition of record (official) copies.

   d)  *Product business owner:*  business representative who is accountable and responsible for the data, information, and the business process managed by a product such as ICT application. Also referred to as Business Owner or ICT Application Owner in application development context.

   e)  *Product technical owner:* the person designated to manage the day-to-day maintenance, support, and enhancements of the ICT product. Also referred to as ICT Application Manager in application development context.

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[1] See Appendix 2 – ICT Data Retention Schedule , Appendix 3 - Mapping Current ICT Retention Codes to Former ICT Retention Codes, and Appendix 4 - Mapping Former ICT Retention Codes to Current ICT Retention Codes
[2] Please refer to the list of substantive business records retention schedules.

f) *Record:* any data or information, regardless of form or medium, maintained by the United Nations as evidence of a transaction; a record can be represented in any medium, for example paper, reports, completed forms, data on hard drives, servers, disks, tapes and microfilm.

g) *Retention schedule:* a timetable that specifies the length of time that records must be retained before disposition. It also defines what disposition action should be taken (destroy or transfer to archives).

## 3   Overall Responsibility and Accountability

3.1   OICT is responsible for implementing this Guideline on all information and data stored in enterprise ICT infrastructure.

3.2   ICT service providers in OAHs, Regional Commissions, UNGSC are responsible for implementing this Guideline on all information and data stored in the ICT infrastructure under their management and support.

3.3   Other ICT service providers serving specific Secretariat entities (e.g. DESA, DGACM, etc.) are responsible for implementing this Guideline on all information and data stored in the ICT infrastructure under their management and support (this includes the applications, servers, cloud storage provided by third-party vendor engaged by the entity).

3.4   If a Secretariat entity that engages with third-part vendor directly without involving any ICT service providers, the entity is responsible for implementing this Guideline on all information and data stored in the technical solution provided by the vendor.

## 4   Overview

4.1   The ICT data retention schedule is a timetable that specifies the length of time that data and information must be retained before disposition. It is divided into series which correspond to different business activities. A pre-defined retention period is assigned to each series and instruction on disposition action upon expiration of the retention period is provided. There are two disposition actions, destroy or transfer to archives.

4.2   The retention periods are assigned according to the data or information's useful business life within the UN, applicable statutes, regulations, and any United Nations policies regarding the use and retention of specific types of data and information.

4.3   The ICT data retention schedule contains the following elements[3]:

↘   Series: a group of related data and information which are normally used and filed as a unit and are evaluated as a unit for retention scheduling purposes.

↘   Retention period: the total time the data and information are to be retained.

↘   Trigger: an event from which a retention period is calculated.

↘   Disposition: indicates what happens when data and information have passed their retention periods. The options are to destroy or to keep permanently (by transferring to archives).

↘   Office of Record: the business unit responsible for the data and information.

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[3] See Appendix 1 for an illustration of the retention schedule elements.

## 5   Ongoing Revisions

5.1  This ICT Guideline must be reviewed by the ICT Policy Committee on an ongoing basis, including:

a)   At least once every two years; and

b)   After a major change to the activities of ICT service providers, including the adaptation of new technologies.

## 6   Related policy and guidelines

1.   ST/SGB/2004/15 - Use of ICT Resources and Data

2.   ST/SGB/2007/5 - Record-keeping and the Management of United Nations Archives

3.   User Guide to Retention Schedule Implementation

4.   Principles of Records Destruction

5.   ICT Guideline: Information Media Sanitization

## 7   Additional references

1.   ICT Guideline: Big-bucket Content Retention

2.   ICT Technical Procedure: Data Classification

3.   ICT Technical Procedure: Application decommissioning

4.   Secretary-General's Data Strategy

## Appendix 1 - How to read a retention schedule

*Action to take on non-active ICT data and information*

*Data/information owner*

| Retention Code | Records series title | Description | Disposition and Retention Notes | Office of Record |
|---|---|---|---|---|
| **Project Lifecycle** | | | | |
| **Project Management and Initiation** | | | | |
| OICT-08 | Project reports for senior management | Reports for senior management presenting the current status of strategic projects in different portfolios. These reports normally contain project names, project area, target start/end dates, and short comments about project progress. | P, A | OICT PMO |
| OICT-09 | Cost-benefit analysis | Analysis of financial justification of the project. | T+5, D<br><br>T = decommission of project product | Project Business Owner |

*Functional category*

*P = permanent*
*A = transfer to archives*
*T = trigger action or date*
  *+ number of years*
*D = dispose*

## Appendix 2 – ICT Data Retention Schedule

| ICT Data Retention Schedule | | | | |
|---|---|---|---|---|
| **Retention Code** | **Series title** | **Description** | **Retention and Disposition Action** | **Office of Record** |
| **Policy and Governance** | | | | |
| ICT-01 | Meeting documents of ICT governance bodies | Meeting minutes, reports, decisions, and other supporting documentation of governance bodies (including but not limited to the ICT Steering Committee and the ICT technical committees). | P, A | Specific governance body / committee |
| ICT-02 | Governance policies, standards, guidelines, and procedures | ICT strategies, policies, standards, procedures, guidelines, plans and reports. | P, A | ICT Policy Committee; Head of Office or Division |
| ICT-03 | Office of the Chief Information Technology Officer (CITO) | All records related to the programmes and operations of the Office of Information and Communications Technology within the authority of the CITO. These records include everything created by the Office of the CITO regarding programme management matters. | P, A | Office of the CITO or local ICT Service Provider |
| **Project Lifecycle** | | | | |
| **Project Management and Initiation** | | | | |
| ICT-04 | Project documents | Documents owned by the project, generated during the project lifecycle, such as Project Mandate, Project Initiation Document, End Stage Report, Project Change Request, and End Project Report. These documents detail project progress during different phases and are approved by the senior project stakeholders. | T+5, D<br><br>T = decommission of project product | OICT PMO or local ICT Service Provider |

| ICT-05 | Project server content | Data created and stored in Technology Project Server (MS Project Online) or other project management tools, such as project plans, risk logs, issue logs, and lessons learned logs. Each project has its own set of data which is closely linked to project documents. | T+5, D<br><br>T = decommission of project product | OICT PMO or local ICT Service Provider |
|---|---|---|---|---|
| ICT-06 | Project management governance and templates | Set of project management governance documents that regulate how projects are managed in OICT, and related templates, including description of roles and responsibilities, instructions, process workflows, training materials and similar (note: Project Management Policy and SOP should use ICT-02). | T+5, D<br><br>T = new version of governance and templates are published | OICT PMO or local ICT Service Provider |
| ICT-07 | Records of meetings of project management governance bodies | Meeting minutes from meetings of Project Review Board, Project Review Committee, Project Management Focal Points, and other project management bodies. During such meetings, decisions are made regarding initiation of strategic projects, or regarding project management governance. | P, A | OICT PMO or local ICT Service Provider |
| ICT-08 | Project reports for senior management | Reports for senior management presenting the current status of strategic projects in different portfolios. These reports normally contain project names, project area, target start/end dates, and short comments about project progress. | P, A | OICT PMO or local ICT Service Provider |
| ICT-09 | Cost-benefit analysis | Analysis of financial justification of the project. | T+5, D<br><br>T = decommission of project product | Product Business Owner |

| ICT-10 | Contracts | Contracts with vendors related to products delivered by or used in the project. | T+10, D<br><br>T = contract completed or cancelled, and all charges, issues, and claims settled | Product Technical Owner |
|---|---|---|---|---|
| **Development** | | | | |
| ICT-11 | Testing data and documents | These file sets document programmer and user testing processes created prior to implementation of a new or revised application. Contains a sample of every category of valid data as well as many invalid conditions as possible and includes test programs/scripts with their results, instructions, routines, validity checking and verification data, user acceptance tests, and other test documentation. | T+5, D<br><br>T = completion of project | OICT ESS or local ICT Service Provider |
| ICT-12 | Program source code & programmer documentation | This records series consists of programming statements and instructions that are written by a programmer, and convertible into machine language by compilers, assemblers, or interpreters; and, other documentation the programmer utilizes for application implementation. May also include data systems/file specifications, codebooks, file layouts, and output specifications. | T+5, D or P, A<br><br>T = decommissioning of application or system *and* content is deleted according to its retention or transferred to a new system.<br><br>P = if business data stored in the system is to be retained as archives, the relevant source code and documentation must accompany the business data at the point of transfer to the archives capacity | OICT ESS or local ICT Service Provider |

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|---|---|---|---|---|
| ICT-13 | System architecture documents and wiring schemas | Building/circuit diagrams and other records documenting the location of wiring and the design of the overall network environment. | T+5, D<br><br>T = superseded architecture or wiring schemas | OICT ESS or local ICT Service Provider |
| ICT-14 | Data system equipment information and support files | Information about the hardware, software and other products and their vendors such as purchase orders, warranties, service contracts, service reports, service histories and correspondence. | T+5, D<br><br>T = disposal of asset *and* content is deleted according to its retention or transferred to a new system; or files are superseded | OICT ESS or local ICT Service Provider |
| ICT-15 | Database and metadata documentation | Metadata definitions, data structures, file layout and reports concerning the development and/or modification of an automated system as well as the metadata for access, retrieval, manipulation, and interpretation of data in this automated system. | T+5, D or P, A<br><br>T = disposal of asset *and* content is deleted according to its retention or transferred to a new system; or files are superseded<br><br>P = if business data stored in the system is to be retained as archives, the relevant documentation must accompany the business data at the point of transfer to the archives capacity | OICT ESS or local ICT Service Provider |

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|---|---|---|---|---|
| **Deployment** | | | | |
| ICT-16 | Delivery | Setup instructions, deployment procedures and manuals/instructions. | T+5, D<br><br>T = completion of the project or end of life of application or system | OICT ESS or local ICT Service Provider |
| ICT-17 | Change management | Communications strategy, training strategy and stake holder management strategy, change strategy. | T+5, D<br><br>T = completion of the project or end of life of application or system | OICT ESS or local ICT Service Provider |
| ICT-18 | User program documentation & training materials | User manuals or training materials for the systems or applications. | T+5, D or P, A<br><br>T = completion of the project or end of life of application or system and content is deleted according to its retention or transferred to a new system.<br><br>P = if business data stored in the system is to be retained as archives, the relevant user manuals must accompany the business data at the point of transfer to the archives capacity | OICT ESS or local ICT Service Provider |
| **Tracking** | | | | |

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|---|---|---|---|---|
| ICT-19 | Asset inventories | Records documenting the assignment of a specific computer or mobile ICT systems to an individual, including desktops and mobile devices. | T+5, D<br><br>T = disposal of asset or inventory superseded | OICT OSD or local ICT Service Provider |
| ICT-20 | Hardware inventory | Records documenting common hardware inventory such as server and network devices and network asset provisioning. | T+5, D<br><br>T = disposal of asset or inventory superseded | OICT OSD or local ICT Service Provider |
| ICT-21 | Software inventory | Records documenting specific computer or mobile ICT systems. | T+5, D<br><br>T = disposal of asset or inventory superseded | OICT OSD or local ICT Service Provider |
| **Maintenance** | | | | |
| ICT-22 | Maintenance and configuration management | Configuration Management Database and configuration management related documents (including capacity usage reports). Change requests and other change management records. | T+10, D<br><br>T = completion of the project or end of life of application or system | OICT OSD or local ICT Service Provider |
| **Decommissioning** | | | | |
| ICT-23 | Decommissioning assets containing data or information | Documentation related to decommissioning of assets containing data or information, including decommission reason, pre-decommission notices, ownership of content, access to content, approvals, time/date of deletion, and disposition decision of content (disposal or archiving). | P, A | OICT OSD or local ICT Service Provider |
| ICT-24 | Decommissioning assets without content | Documentation related to decommissioning of assets which do not contain data or information, including decommission reason, pre-decommission notices, and time/date of deletion. | T+10, D<br><br>T = completion of the project or end of life of application or system | OICT OSD or local ICT Service Provider |
| **Backups** | | | | |
| ICT-25 | Data backup | Retention and disposal of data backups must be agreed with the application owner and depends on whether the system has built-in data retention measures. If that is not the | Hourly backups: T+7 days, D<br>Daily backups: T+4 weeks, D | OICT OSD or local ICT Service Provider |

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|---|---|---|---|---|
| | | case, then the data backups need to be retained in accordance to the retention schedule(s) of the business data. | Weekly backups: T+3 months, D<br>Monthly backups: T+1 year, D<br>Yearly backups: T +5 years, D<br><br>T = date of backup | |
| ICT-26 | System backup – recovery files | Copies of software, database management system configuration files, directories and other records needed to restore a system. | Two backups should be kept:<br><br>1) Latest backup: T+3 years, D<br>　T = decommission　of the system<br><br>2) Previous backup: T+ 3 months, D<br>　T = latest backup | OICT OSD or local ICT Service Provider |
| ICT-27 | Storage system records | List of backup tapes, disks and/or storage control records. | T+5, D<br><br>T = previous version superseded | OICT OSD or local ICT Service Provider |
| ICT-28 | Email archives | All emails in the O365 cloud email system follow the current enterprise email retention policy and are kept permanently in the UN cloud. It contains 2013 onwards emails.<br><br>2013 before email archives are kept as back-up tapes in UNGSC data centre and other local ICT service providers backup storage, which were created for disaster recovery or restoration of the accidentally deleted emails, not for archiving purpose, hence duplications are expected. | P, not for archival transfer but for legal investigation request only. Disposition recommendations will be provided once the Secretariat Email Records Management policy is formulated in a future project. | OICT OSD or local ICT Service Provider |

| Network Services | | | | |
|---|---|---|---|---|
| ICT-29 | Network and internet usage logs | Monitor network access including Service Logs, Mail server logs, Website logs, FTP logs, Telnet logs, Firewall and proxy logs, Application logs, Log-in files, Data entry logs as well as related reports such as: Authentication and Authorization Reports, Systems and Data Change Reports, Network Activity Reports, Resource Access Reports, Malware Activity Reports and Failure and Critical Error Reports. | T+2, D<br><br>T = end of log year | OICT OSD or local ICT Service Provider |
| ICT-30 | Network implementation projects | Records used to plan and implement a network including reports, justifications, diagrams, requests for services that trigger major changes, etc. | P, A | OICT OSD or local ICT Service Provider |
| ICT-31 | Network / circuit installation and service | Work orders, correspondence, work schedules. | T+2, D<br><br>T = completion of installation or service | OICT OSD or local ICT Service Provider |
| Information and Data Security / Cybersecurity | | | | |
| ICT-32 | Information security incident | Reported or detected information security incidents, including data breeches. Reports, logs, extracts and compilations of data related to security incidents, misuse of ICT systems and actions taken. | T+5, D<br><br>T = date of incident | Cybersecurity Section |
| ICT-33 | Disaster preparation and recovery planning | Business impact analysis documents, disaster recovery plans and procedures, information system contingency plan, reports of DR exercises, lessons learned, business continuity plans, contingency plans and any referenced document related to Disaster preparedness and recovery. | T+5, D<br><br>T = previous version superseded | OICT OSD or local ICT Service Provider |

| ICT-34 | IT asset audit and assessments | Records documenting the routine monitoring and testing of the operations of ICT systems and actions taken to rectify problems and optimize performance. These can be analysis reports, review reports, risk assessment reports or other audit documents regarding the maintenance and security of the IT asset. | T+5, D<br><br>T = date of completed / released assessment report | Cybersecurity Section or ICT application owners |
|---|---|---|---|---|
| ICT-35 | Disaster incident reports | Reports documenting disaster incidents, their cause, effects, costs, action taken, any related actions taken to limit future risks. | T+5, D<br><br>T = date of incident | OICT OSD or local ICT Service Provider |
| ICT-36 | Data center access | Logs of access to data centers. | T+5, D<br><br>T = date of delivery of service or users name is removed from systems | DSS |
| ICT-37 | Project / system information security documents | Information security requirements, information security controls, security controls checklist, security assessment reports. | T+3, D or P, A<br><br>T = superseded information security requirements or decommissioning of system<br><br>P = if business data stored in the system is to be retained as archives, the relevant information must accompany the business data at the point of transfer to the archives capacity | Cybersecurity Section |

| ICT-38 | Enterprise architecture documents | Architecture review document | T+3, D or P, A<br><br>T = superseded architecture review documents<br><br>P = if business data stored in the system is to be retained as archives, the relevant information must accompany the business data at the point of transfer to the archives capacity | Cybersecurity Section |
|---|---|---|---|---|
| ICT-39 | Operational resilience documents | Operational resilience controls, disaster recovery exercise (DRX) reports, operational resilience controls baseline. | T+3, D<br><br>T = decommission of system | Cybersecurity Section |
| ICT-40 | Information management documents | Data classification requirements document | P, A | OICT Information Management Team or local IM capacity |
| ICT-41 | Investigation related records | Records related to provision of support including restore of ICT material associated with investigations as set forth in Section 8 and Section 9 of ST/SGB/2004/15. | T+2, D<br><br>T = date of received authorized request for ICT assistance | Cybersecurity Section |
| **Service Management** | | | | |

| ICT-42 | IT access authorizations | Records documenting the issuance of passwords, personal identity management, VPN requests, user acknowledgements and change requests about access authorizations, remote access agreements, requests for blocked internet sites, temporary / permanent firewall access requests and profiles, maintenance, and closure of user accounts.<br><br>Records documenting the issuance of passwords, personal identity management, VPN requests, user acknowledgements and change requests about access authorizations, remote access agreements, requests for blocked internet sites, temporary / permanent firewall access requests and profiles, maintenance, and closure of user accounts. | T+5, D<br><br>T = username is removed from system | Cybersecurity Section or ICT system business owner |
|---|---|---|---|---|
| ICT-43 | User requests for IT services and help desk logs | Records used to document user requests to recover data from backup or archives stores and actions taken; records documenting the request for technical assistance/services and responses for these requests as well as to collect information on the use of computer equipment to compile periodic statistics and for reference for planning, management analysis and other administrative purposes. | T+5, D<br><br>T = date of delivery of service | OICT OSD or local ICT Service Provider |
| ICT-44 | Communication records | Telephone call logs, faxes logs, mobile logs, code cable logs. | T+10, D<br><br>T = username is removed from system | OICT OSD or local ICT Service Provider |
| ICT-45 | Service management documents | Business service definition, technical service definition, operational level agreement, support model guidelines. | T+5, D<br><br>T = previous version superseded | OICT OSD or local ICT Service Provider |

## Appendix 3 - Mapping Current ICT Retention Codes to Former ICT Retention Codes

| Current | | Former | |
|---|---|---|---|
| **Retention code** | **Series** | **Retention code** | **Series** |
| ICT-01 | Meeting documents of ICT governance bodies | BU_ICT14 | Meeting documents of ICT governance bodies |
| | | OICT-28 | Meeting documents of ICT governance bodies |
| ICT-02 | Governance policies, standards, and procedures | BU_ICT15 | Governance Policies, Standards, Procedures |
| | | OICT-29 | Governance Policies, Standards, Procedures |
| ICT-03 | Office of the Chief Information Technology Officer (CITO) | *N/A* | |
| ICT-04 | Project documents | BU_ICT-01 OICT-01 OICT-02 | Project Management Documents for ICT Projects |
| ICT-05 | Project server content | | Project Management Documents for ICT Projects over $200,000 |
| ICT-06 | Project management governance and templates | | Project Management Documents for ICT Projects Under $200,000 |
| ICT-07 | Records of meetings of project management governance bodies | | |
| ICT-08 | Project reports for senior management | | |
| ICT-09 | Cost-benefit analysis | | |
| ICT-10 | Contracts | | |
| ICT-11 | Testing data and documents | BU_ICT06 | Testing Data and Documents |
| | | OICT-07 | Testing Data and Documents |
| ICT-12 | Program source code & programmer documentation | OICT-08 | Program Source Code & Programmer Documentation |
| ICT-13 | System architecture documents and wiring schemas | BU_ICT02 | System Design Documents |
| | | OICT-03 | System Design Documents |
| | | OICT-23 | System Architecture documents and Wiring schemas |
| ICT-14 | Data system equipment information and support files | BU_ICT16 | Data System Equipment information and Support Files |
| | | OICT-30 | Data System Equipment information and Support Files |
| ICT-15 | Database and metadata documentation | BU_ICT08 | Database and Meta data documentation |
| | | OICT-10 | Database and Meta data documentation, Projects over $200,000 |
| | | OICT-11 | Database and Meta data documentation, projects under $200,000 |

| ICT-16 | Delivery | BU_ICT04 | Delivery |
| | | OICT-05 | Delivery |
| ICT-17 | Change management | BU_ICT05 | Change Management |
| | | OICT-06 | Change Management |
| ICT-18 | User program documentation & training materials | BU_ICT07 | (User) Program Documentation & Training Materials |
| | | OICT-09 | (User) Program Documentation & Training Materials |
| ICT-19 | Asset inventories | OICT-31 | Asset Inventories |
| ICT-20 | Hardware inventory | BU_ICT17 | Hardware Inventory |
| | | OICT-32 | Hardware Inventory |
| ICT-21 | Software inventory | OICT-33 | Software Inventory |
| ICT-22 | Maintenance and configuration management | BU_ICT03 | Maintenance and configuration management |
| | | OICT-04 | Maintenance and configuration management |
| | | OICT-20 | Capacity Usage Reports |
| ICT-23 | Decommissioning assets containing data or information | N/A | |
| ICT-24 | Decommissioning assets without content | N/A | |
| ICT-25 | Data backup | OICT-19 | Data Backup Media |
| ICT-26 | System backup – recovery files | OICT-15 | System Backup – recovery files |
| ICT-27 | Storage system records | OICT-16 | Storage System Records |
| ICT-28 | Email backup | OICT-18 | Email Backup |
| ICT-29 | Network and internet usage logs | OICT-17 | Network and Internet Usage Logs |
| ICT-30 | Network implementation projects | OICT-21 | Network Implementation Project |
| ICT-31 | Network / circuit installation and service | OICT-22 | Network / Circuit Installation and Service |
| ICT-32 | Information security incident | BU_ICT11 | Information Security Incident |
| | | OICT-24 | Information Security Incident |
| ICT-33 | Disaster preparation and recovery planning | BU_ICT12 | Disaster Prep. and Recovery Planning Docs |
| | | OICT-25 | Disaster Prep. and Recovery Planning Docs |
| ICT-34 | IT asset audit and assessments | OICT-26 | IT Asset Audit Records |
| ICT-35 | Disaster incident reports | BU_ICT13 | Disaster Incident reports |
| | | OICT-27 | Disaster Incident reports |
| ICT-36 | Data center access | N/A | |
| ICT-37 | Project / system information security documents | N/A | |

| ICT-38 | Enterprise architecture documents | N/A | |
|--------|-----------------------------------|-----|---|
| ICT-39 | Operational resilience documents | N/A | |
| ICT-40 | Information management documents | N/A | |
| ICT-41 | Investigation related records | N/A | |
| ICT-42 | IT access authorizations | BU_ICT09 | IT Access Authorizations |
|        |                          | OICT-12 | IT Access Authorizations |
| ICT-43 | User requests for IT services and help desk logs | BU_ICT10 | User requests for IT services and help desk logs |
|        |                                                  | OICT-13 | User requests for IT services and help desk logs |
| ICT-44 | Communication records | OICT-14 | Communication records |
| ICT-45 | Service management documents | N/A | |

## Appendix 4 - Mapping Former ICT Retention Codes to Current ICT Retention Codes

| Former | | Current | |
|--------|--------|---------|--------|
| Retention code | Series | Retention code | Series |
| OICT-01<br><br>OICT-02<br><br>BU_ICT-01 | Project Management Documents for ICT Projects over $200,000<br>Project Management Documents for ICT Projects Under $200,000<br>Project Management Documents for ICT Projects | ICT-04 | Project documents |
| | | ICT-05 | Project server content |
| | | ICT-06 | Project management governance and templates |
| | | ICT-07 | Records of meetings of project management governance bodies |
| | | ICT-08 | Project reports for senior management |
| | | ICT-09 | Cost-benefit analysis |
| | | ICT-10 | Contracts |
| OICT-03<br><br>BU_ICT02 | System Design Documents<br>System Design Documents | ICT-13 | System architecture documents and wiring schemas |
| OICT-04<br><br>BU_ICT03 | Maintenance and configuration management<br>Maintenance and configuration management | ICT-22 | Maintenance and configuration management |
| OICT-05<br>BU_ICT04 | Delivery<br>Delivery | ICT-16 | Delivery |
| OICT-06<br>BU_ICT05 | Change Management<br>Change Management | ICT-17 | Change management |

| OICT-07 BU_ICT06 | Testing Data and Documents Testing Data and Documents | ICT-11 | Testing data and documents |
|---|---|---|---|
| OICT-08 | Program Source Code & Programmer Documentation | ICT-12 | Program source code & programmer documentation |
| OICT-09 BU_ICT07 | (User) Program Documentation & Training Materials (User) Program Documentation & Training Materials | ICT-18 | User program documentation & training materials |
| OICT-10 OICT-11 BU_ICT08 | Database and Meta data documentation, Projects over $200,000 Database and Meta data documentation, projects under $200,000 Database and Meta data documentation | ICT-15 | Database and metadata documentation |
| OICT-12 BU_ICT09 | IT Access Authorizations IT Access Authorizations | ICT-42 | IT access authorizations |
| OICT-13 BU_ICT10 | User requests for IT services and help desk logs User requests for IT services and help desk logs | ICT-43 | User requests for IT services and help desk logs |
| OICT-14 | Communication records | ICT-44 | Communication records |
| OICT-15 | System Backup – recovery files | ICT-26 | System backup – recovery files |
| OICT-16 | Storage System Records | ICT-27 | Storage system records |
| OICT-17 | Network and Internet Usage Logs | ICT-29 | Network and internet usage logs |
| OICT-18 | Email Backup | ICT-28 | Email backup |
| OICT-19 | Data Backup Media | ICT-25 | Data backup |
| OICT-20 | Capacity Usage Reports | ICT-22 | Maintenance and configuration management |
| OICT-21 | Network Implementation Project | ICT-30 | Network implementation projects |
| OICT-22 | Network / Circuit Installation and Service | ICT-31 | Network / circuit installation and service |
| OICT-23 | System Architecture documents and Wiring schemas | ICT-13 | System architecture documents and wiring schemas |
| OICT-24 BU_ICT11 | Information Security Incident Information Security Incident | ICT-32 | Information security incident |

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|---|---|---|---|
| OICT-25 | Disaster Prep. and Recovery Planning Docs | ICT-33 | Disaster preparation and recovery planning |
| BU_ICT12 | Disaster Prep. and Recovery Planning Docs | | |
| OICT-26 | IT Asset Audit Records | ICT-34 | IT asset audit and assessments |
| OICT-27 | Disaster Incident reports | ICT-35 | Disaster incident reports |
| BU_ICT13 | Disaster Incident reports | | |
| OICT-28 | Meeting documents of ICT governance bodies | ICT-01 | Meeting documents of ICT governance bodies |
| BU_ICT14 | Meeting documents of ICT governance bodies | | |
| OICT-29 | Governance Policies, Standards, Procedures | ICT-02 | Governance policies, standards, and procedures |
| BU_ICT15 | Governance Policies, Standards, Procedures | | |
| OICT-30 | Data System Equipment information and Support Files | ICT-14 | Data system equipment information and support files |
| BU_ICT16 | Data System Equipment information and Support Files | | |
| OICT-31 | Asset Inventories | ICT-19 | Asset inventories |
| OICT-32 | Hardware Inventory | ICT-20 | Hardware inventory |
| BU_ICT17 | Hardware Inventory | | |
| OICT-33 | Software Inventory | ICT-21 | Software inventory |
| *N/A* | | ICT-03 | Office of the Chief Information Technology Officer (CITO) |
| *N/A* | | ICT-23 | Decommissioning assets containing data or information |
| *N/A* | | ICT-24 | Decommissioning assets without content |
| *N/A* | | ICT-36 | Data center access |
| *N/A* | | ICT-37 | Project / system information security documents |
| *N/A* | | ICT-38 | Enterprise architecture documents |
| *N/A* | | ICT-39 | Operational resilience documents |
| *N/A* | | ICT-40 | Information management documents |
| *N/A* | | ICT-41 | Investigation related records |
| *N/A* | | ICT-45 | Service management documents |

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