INFORMATION & COMMUNICATON TECHNOLOGY

Reference	Description of Record	Point of Closure	Total Retention Period
Backing Up Data			
Information relating to the backing up of council data			
CECR	Backing up off all council data on ICT systems	Once backed up	*1 year
Case Management			
Information relating to service user support and incident case management			
CECR	Change requests	Once request closed	1 year
CECR	Major Incident Management	Once incident resolved	*1 year
CECR	Requests for ICT Service Support	Once request closed	*1 year
CECR	User Incident Management	Once incident resolved	*1 year
Estate Configuration			
Information relating to the management of ICT assets and configuration of the estate			
CECR	Asset Management	Once asset disposed of	*6 years
CECR	Configuration Management	To be determined at ICT Management Agenda	*1 year
Knowledge Base			
Information relating to the support of applications and maintaining knowledge sets			
CECR	Application Support procedures, knowledge and solutions	End of life of application	*6 years
Logs			
Information relating to the logging of improvements, rulesets and incidents			
CECR	Continuous Improvement Log	Close of log	1 year
CECR	Firewall Rulesets Log	Close of log	1 year
CECR	Major Incident Management Log	Close of log	1 year
Management			
Information relating to the management of ICT, contracts, decision making and policies			
CECR	Business Strategy	End of calendar year	6 years
CECR	Contract & Supplier Account Management, minutes and statistics	End of contract	6 years
CECR	Change Advisor Board Decisions	One decision made	1 year
CECR	ICT Policies and Reports (Business Continuity & Disaster Recovery, Forensics, Major Incident Management, Security Assurance, Server Hardening etc)	Once superseded	*1 year
CECR	Service Management minutes and statistics	End of calendar year	1 year
Operational Management			
Information relating to the operational management of ICT			
CECR	Application Logs (IIS etc)	To be determined at ICT Management Agenda	6 months
CECR	Release Management Calendar	To be determined at ICT Management Agenda	*1 year
CECR	Service Monitoring Logs	To be determined at ICT Management Agenda	1 year
CECR	Service Monitoring Statistics (Availability etc)	To be determined at ICT Management Agenda	*1 year
CECR	Syslog Server Logs	To be determined at ICT Management Agenda	1 year
Server & User Data			

Reference	Description of Record	Point of Closure	Total Retention Period
Information relating to ICT user accounts and data			
CECR	ICT User Account Data (Active directory, email and user data)	When account closed	1 year
CECR	Server Application and Configuration Data Storage	To be determined at ICT Management Agenda	*6 years
CECR	User Group Data Storage (Shared functional and/or system specific)	To be determined at ICT Management Agenda	*6 years
Solution Management			
Information relating to ICT solutions, design, testing, analysis etc			
CECR	Archive/Code Repository	To be determined at ICT Management Agenda	*6 years
CECR	Design, high and low level	To be determined at ICT Management Agenda	*6 years
CECR	Development Code and Configuration	To be determined at ICT Management Agenda	*6 years
CECR	Solution Records (Functional analysis, project initiation, project status tracker, solution design, test and release, triage etc)	To be determined at ICT Management Agenda	*6 years
CECR	User, system or device requirement specification	To be determined at ICT Management Agenda	*6 years