

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
ELECTRONIC RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2292

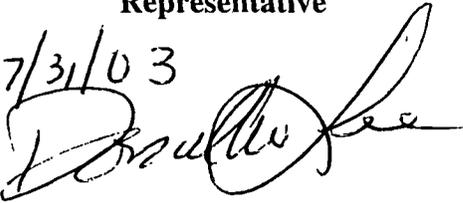
Page 1 of 1

Agency:
ASSESSMENTS AND TAXATION

Division/Unit:
Office of Information Technology

Item No	SUPERSEDES SCHEDULE NUMBER 2165 Description	Retention
1.	<p align="center">New Electronic Schedule (September, 2001)</p> <p><u>Internet Access Logs (Earliest & Latest year: 2001)</u></p> <p>Access logs show monthly internet access activity for DAT users. They are generated via Net Tracker reports on websites and accessed by date and time, used to review employee use of Department services, stored on secured server and accessed by the Department's Chief Information Officer or his designate. Information on the server does not require updating, revisions or extended retention periods.</p>	<p>Maintain access logs on the server for a period of 24 hrs; then delete</p>

Approved by Department, Agency, or Division Representative

Date: 7/31/03
Signature: 

Type Name: Donald W. Lee

Title: Chief Information Officer

Schedule Authorized by State Archivist.

Date: AUG 28 2003

Signature: 