

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

Schedule No. 2466 A-1

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Agency Dept. of Public Safety and Correctional Services, Information Technology and Communications Division
Division/Unit

Item No.	Description	Retention
<p align="center">AMENDMENT TO SCHEDULE 2466 A-1 TO ADD ITEM 1.7 and TO CHANGE ITEM 9.1</p> <p>1.7</p>	<p>ADMINISTRATIVE <u>E-mail Back-up Files/Tapes</u> Contains back-up of E-mail received and sent from Department of Public Safety and Correctional Services computers.</p>	<p>Retain three (3) years and then destroy.</p>
<p>9.1</p>	<p>SECURITY <u>Operator Certification and LOGON ID Application</u> Application used to request access to the Maryland Criminal Justice Information System (CJIS) and related data services systems.</p>	<p>Retain three (3) years and then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 3/23/11

Signature *Ronald C. Brothers*

Typed Name Ronald C. Brothers

Title Chief Information Officer

Schedule Authorized by State Archivist

Date 8 Apr 11

Signature *Edward C. Lopez*