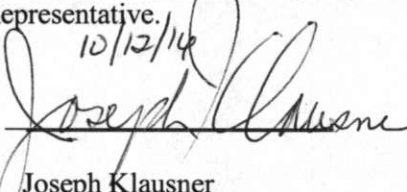
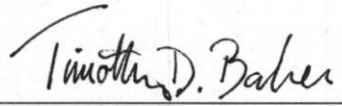


<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. C1323</b>
		Page 1 of 1
<b>Agency</b> County Commissioners of Calvert County, MD	<b>Division/Unit</b> Technology Services-Network	
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1	<p>           “The issuance of a legal hold by the County Attorney’s Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney’s Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”         </p> <p> <b>Electronic tape backups</b> </p> <p>           Copies are made of all data found on the network for disaster recovery purposed.         </p>	<p>Email data is retained for 1 year, then overwritten. All other data is retained for 5 weeks, then overwritten.</p>
Schedule Approved by Department, Agency, or Division Representative. Date <u>10/12/14</u> Signature <u></u> Typed Name <u>Joseph Klausner</u> Title <u>Director, Technology Services</u>		Schedule Authorized by State Archivist Date <u>11.28.16</u> Signature <u></u>

<b>INSTRUCTIONS</b> – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>1</u> of <u>1</u>	
<b>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</b>		<b>2 DIVISION Technology Services</b>		<b>3 UNIT Network</b>	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b>  <b>Electronic tape backups</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  7/2011 to present	
<b>6 INPUT</b> - Identify source of information to be entered <b>Copies of electronic data</b>			<b>7 OUTPUT</b> - Identify the use/s of information generated by system  <b>tapes</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  <b>Copies are made of all data found on the network for disaster recover purposes.</b>					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing.  <b>Access to data is restricted by system-based permissions, established per user by system administrators based on job requirements</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  <b>Data is revised by users, based on system permissions, on an ongoing basis, as determined by business operations. Point-in-time backups are created on a daily, weekly, monthly and annual basis. Daily backups are retained for 7 days. Weekly backups are retained for 30 days. Monthly backups are retained for 1 year. Annual backups are retained for 3 years.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Daily backups remain in digital storage in data centers located at 175 Main Street, 176 Main Street, and 30 Church Street, Prince Frederick, Maryland 20678. Weekly, monthly and annual backup tapes are stored in climate controlled conditions in the Calvert County Courthouse basement, 175 Main Street, Prince Frederick, Maryland 20678					
<b>12 RECOMMENDED RETENTION</b> <del>Until no longer administratively necessary or superseded.</del> <i>Email 1 year Other - 5 weeks</i>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> <b>Thomas L. Moran</b>		<b>14 TELEPHONE NUMBER</b> <b>410-535-1600 x2787</b>		<b>15 DATE</b> <b>March 25, 2015</b>	
<b>16 TITLE OF PREPARER</b>  <b>Network Infrastructure Manager</b>					

DGS 550-6