

**RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS**  
INFORMATION TECHNOLOGY DEPARTMENT  
RECORDS MANAGEMENT

RECORD  
CONTROL  
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

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**01 (ACT) ACCOUNTING**

010201 AUDIT REPORTS

**Description:** This series contains the financial and/or performance audit reports from the State Auditor's Office or private accounting firms.

**Retention:** Current report plus one previous audit report.

**Disposition:** Dispose by landfill. \* The Auditor's Office will transfer the original audit reports to the State Archives.

010301 TRAVEL REQUESTS/AUTHORIZATIONS

**Description:** This series contains requests and approvals or authorizations for employee travel. Does not include travel vouchers or any accounting-related documentation.

**Retention:** Three years.

**Disposition:** Dispose by landfill.

010401 BUDGETS

**Description:** This series contains information related to the preparation and submission of the agency budget.

**Retention:** Current biennium plus two previous bienniums.

**Disposition:** Dispose by landfill. \* OMB will transfer OMB and agency budget files to the State Archives.

010402 EMERGENCY COMMISSION REQUEST

**Description:** This series contains requests from the agency to the Emergency Commission for additional money for their budget.

**Retention:** Three years after the current fiscal year.

**Disposition:** Dispose by landfill.

- 010601      **BANK STATEMENTS/DEPOSIT RECORDS**  
**Description:** This series contains bank statements, deposit records, and canceled checks for accounts maintained by the department, including deposit receipts for the Treasurer's Office.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.9
- 011001      **TAX REPORTING DOCUMENTATION**  
**Description:** This series contains documents used for tax-reporting purposes, including 1099s for services rendered at the agency by independent contractors and other non-employees, 1098s for interest earned, etc.  
**Retention:** Thirteen years.  
**Disposition:** Dispose by landfill.
- 011002      **YEAR-END CLOSING PACKAGES**  
**Description:** This series contains year-end closing package and associated reports, schedules, working papers, and supporting documents as related to the Comprehensive Annual Financial Reports (CAFR) prepared by the Office of Management and Budget.  
**Retention:** Current biennium plus one previous biennium.  
**Disposition:** Dispose by landfill.
- 011201      **FIXED ASSET INVENTORY**  
**Description:** This series contains an inventory of all fixed assets for the department.  
**Retention:** Until updated.  
**Disposition:** Dispose by landfill and/or delete all information and backups.
- 011202      **SURPLUS PROPERTY**  
**Description:** This series contains information on property sold or purchased by the department through Surplus Property.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill.

- 011203      **END OF FISCAL YEAR FIXED ASSET INVENTORY**  
**Description:** This series contains the June 30 inventory of all fixed assets for the department.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill and/or delete all information and backups.
- 011301      **LEDGERS/JOURNAL**  
**Description:** This series contains journal vouchers and general ledger documentation of the department.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill and/or delete all information and backups.
- 011501      **PURCHASE ORDERS/REQUISITIONS**  
**Description:** This series contains purchase orders, requisitions, documentation from purchases through an Informal Bid Process, and supporting documentation, i.e. vendor invoices, check stubs, etc. issued by the department for goods or services.  
**Retention:** Six years.  
**Disposition:** Dispose by landfill and/or delete all information and backups.
- 011502      **ACCOUNTS PAYABLE**  
**Description:** This series contains payment vouchers, travel expense vouchers, abstracts for payment, claims for payment, vendor invoices, reports, and other supporting documents pertaining to disbursement of funds for department expenditures.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill.
- 011503      **WORKERS COMPENSATION**  
**Description:** This series contains certificate of premium paid, rate change statements, instructions, and application for workers compensation insurance, and any other documentation or reports associated with participation in Workers Compensation program.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill.

- 011504 PURCHASE ORDERS ISSUED FROM A CONTRACT  
**Description:** This series contains purchase orders issued from a contract or formal bid process signed by the department or the State Procurement Office for goods or services.  
**Retention:** Life of the contract plus six years.  
**Disposition:** Dispose by landfill and/or delete all information and backups.
- 011505 PURCHASING CARD RECORDS  
**Description:** This series contains the purchase card report, statement, and other information related to purchasing cards used by the agency.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.9
- 011601 PAYROLL RECORDS  
**Description:** This series contains records and reports that summarize payroll information for the agency.  
**Retention:** Five years.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.1
- 011602 EMPLOYEE PAYROLL FILES  
**Description:** This series contains records relating to payroll information of an individual employee, for example, deduction forms, insurance forms, benefit forms, tax forms, etc.  
**Retention:** Six years after last action.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.1

- 011801 RECEIPT BOOKS/REMITTANCE LISTS  
**Description:** This series contains records related to the receipt or payment of cash.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill.
- 011802 ACCOUNTS RECEIVABLE  
**Description:** This series contains accounting records, summaries, listings, reports, and ledgers related to the collection of revenue for the department.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill.
- 012101 INTERDEPARTMENTAL BILLINGS  
**Description:** This series contains the information used when state offices bill another state office (transfer of funds between state agencies), including supporting documentation.  
**Retention:** Three years after the current fiscal year.  
**Disposition:** Dispose by landfill.
- 10 (AS) AGENCY STATE
- 100101 STATE AGENCY CORRESPONDENCE  
**Description:** This series contains correspondence with other North Dakota state agencies.  
**Retention:** Two years.  
**Disposition:** Dispose by landfill. \* The correspondence from the Governor and directors of all state agencies must be transferred to the State Archives.

**18 (CR) CIVIL RIGHTS**

180401 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION COMPLIANCE RECORDS (EEOC)

**Description:** This series contains documents related to the agency's compliance with the U.S. Equal Employment Opportunity Commission regulations. Records may include, but are not limited to, EEO-4 reports, workplace analysis and reviews, and action plans.

**Retention:** Four years.

**Disposition:** Dispose by landfill.

**26 (COM) COMMUNICATIONS**

260101 NEWSLETTERS/PUBLICATIONS

**Description:** This series contains newsletters, brochures, or other publications prepared by the department for general public distribution.

**Retention:** While active.

**Disposition:** Dispose by landfill. \* State agencies are required to send 8 copies of these state publications to the State Library.

**Authority:** NDCC 54-24-09

260102 NEWSLETTERS/PUBLICATIONS (INTERNAL DISTRIBUTION)

**Description:** This series contains newsletters, brochures, and publications created by the department for distribution within the agency or state government only.

**Retention:** While active.

**Disposition:** Transfer to the State Archives.

260201 HISTORICAL AUDIO/VISUAL MATERIALS

**Description:** This series contains photographs and/or footage of historical events, employees, or activities of the department.

**Retention:** While active.

**Disposition:** Transfer to the State Archives. \*\* Employee photographs are exempt from the Open Records Law (NDCC 44-04-18.1(2)).

- 260501      SPEECHES  
**Description:** This series contains speeches prepared and presented by employees of the department.  
**Retention:** While active.  
**Disposition:** Transfer to the State Archives.
- 260601      PRESS RELEASES  
**Description:** This series contains press releases created and distributed by the department.  
**Retention:** Current year plus three previous years.  
**Disposition:** Transfer to the State Archives.
- 30 (C/L/A)      CONTRACTS/LEASES/AGREEMENTS**
- 300101      CONTRACTS, LEASES, AGREEMENTS, AND COMPETITIVE SOLICITATIONS  
**Description:** This series contains contracts, leases, agreements, and competitive solicitations entered into by the department. Includes all back-up and closeout materials for the contract, lease, agreement, or awarded solicitation response.  
**Retention:** Life of the contract plus six years.  
**Disposition:** Dispose by landfill.
- 300102      CONTRACTS, LEASES, AGREEMENTS, AND COMPETITIVE SOLICITATIONS NOT EXECUTED  
**Description:** This series contains contracts, leases, agreements, purchase orders, and competitive solicitations which are not selected or cancelled prior to the letting of the contract, signing the lease or agreement, or issuing the purchase order.  
**Retention:** Three years.  
**Disposition:** Dispose by landfill.
- 300601      EMPLOYEE BONDS  
**Description:** This series contains employee bonds for employees of the department.  
**Retention:** Three years after expired.  
**Disposition:** Dispose by landfill.

**43 (EQ)      EQUIPMENT**

430101      EQUIPMENT FILES

**Description:** This series contains all information related to equipment and office furniture owned or leased by the agency.

**Retention:** Life of the equipment plus three years.

**Disposition:** Dispose by landfill. Any manuals for the equipment can be disposed or transferred with the equipment.

**44 (FM)      FORMS MANAGEMENT**

440101      FORMS MASTERS

**Description:** This series contains the originals for state forms for the department.

**Retention:** Until updated.

**Disposition:** Dispose by landfill.

**45 (GC)      GENERAL CORRESPONDENCE**

450101      GENERAL CORRESPONDENCE

**Description:** This series contains correspondence received from outside the agency that does not relate to a specific program of the agency or any federal or state agency.

**Retention:** One year.

**Disposition:** Dispose by landfill. \* The Governor's Office must transfer their correspondence to the State Archives.

450102      ELECTRONIC COMMUNICATION RECORDS

**Description:** This series contains e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the department.

**Retention:** Determine the record status of the message based on the content. If the message is a record that documents official business of the department, the record must be retained for the appropriate retention period defined on either the ND General Records Retention Schedule or your department's records retention schedules. Dispose of records with transitory value after action is taken.

**Disposition:** Delete all information and backups.

- 450104 OPEN RECORDS REQUESTS  
**Description:** This series contains open records requests, correspondence, and supporting documentation.  
**Retention:** Two years.  
**Disposition:** Dispose by landfill.
- 47 (INS) INSURANCE OR BONDS**
- 470101 INSURANCE POLICIES  
**Description:** This series contains information relating to insurance carried by the department.  
**Retention:** Permanent.
- 470201 INSURANCE POLICY BACKUP INFORMATION  
**Description:** This series contains bids, correspondence, and any other information related to obtaining and administering the policy.  
**Retention:** Life of the policy plus six years.  
**Disposition:** Dispose by landfill.
- 470301 INSURANCE POLICY CLAIMS  
**Description:** This series contains information regarding claims filed on an insurance policy.  
**Retention:** Retain in office until after settlement plus six years OR 1 year after maturity (age 18) is reached, if a juvenile is involved.  
**Disposition:** Dispose by landfill.
- 470302 WORKERS COMPENSATION CLAIMS  
**Description:** This series contains correspondence and copies of employee claims for Workers Compensation benefits.  
**Retention:** Four years.  
**Disposition:** Dispose by shredding. \*Claims are available at Workforce Safety and Insurance permanently.  
**Authority:** NDCC 65-05-32

- 470401 NOTARY PUBLIC DOCUMENTATION  
**Description:** This series contains the application and certificate for notary publics in the department.  
**Retention:** One year after expiration of commission.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.1(4)
- 50 (LG) LEGAL
- 500101 ADMINISTRATIVE CODE/RULES  
**Description:** This series contains documentation of the procedure followed to promulgate all North Dakota Administrative Rules for the department. Includes correspondence, notice of public hearings, working papers, comments, etc.  
**Retention:** Ten years.  
**Disposition:** Dispose by landfill. \* The Attorney General's Office will transfer records for all agencies to the State Archives.
- 500401 LITIGATION FILES  
**Description:** This series contains the official litigation file with any orders, pleadings, correspondence, and discovery related to litigation. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be disposed by landfill when the file is closed.  
**Retention:** Six years after the case is closed.  
**Disposition:** Litigation with significant value must be transferred to the State Archives. Significant litigation is determined by 1) the fiscal impact of the litigation, 2) the precedential value of the litigation, and 3) the public policy of the litigation. Physical evidence should be removed from the case file before transferring to the State Archives.
- 500501 ATTORNEY GENERAL OPINIONS  
**Description:** This series contains copies of correspondence requesting an opinion and a copy of the opinion from the Attorney General's Office.  
**Retention:** Until obsolete or updated.  
**Disposition:** Dispose by landfill. \*Attorney General's Office will transfer original to the State Archives.

- 500701 EXECUTIVE ORDERS AND PROCLAMATIONS  
**Description:** This series contains executive orders and proclamations from the Governor's Office.  
**Retention:** Until obsolete or updated.  
**Disposition:** Dispose by landfill. \*Governor's Office will transfer original to the State Archives.
- 55 (LEG) LEGISLATION**
- 550201 LEGISLATION  
**Description:** This series contains information on what is proposed or enacted into state law for the department. This includes amendments, original testimony, fiscal notes, and interim legislative committee information, initiatives, referendums, laws, requirements, and regulations.  
**Retention:** Current legislative session plus two previous sessions.  
**Disposition:** Transfer to the State Archives.
- 60 (PER) PERSONNEL**
- 600201 HIRING PROCESS/RECRUITMENT RECORDS  
**Description:** This series contains the job announcements, employment applications, resumes, and other records related to the selection/hiring/recruitment of employees. These records are for individuals that are not hired or selected.  
**Retention:** Six years after the selection process is completed.  
**Disposition:** Dispose by landfill.
- 600601 EMPLOYEE FILES  
**Description:** This series contains all information related to individual employees of the department, including application, training information, performance appraisals/evaluations, and correspondence.  
**Retention:** Six years after last action.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.1

- 600602      EMPLOYEE MEDICAL FILES  
**Description:** This series contains all medical information related to an employee of the department, including correspondence, medical tests and evaluations, Employee Assistance Program records, and Workers Compensation records.  
**Retention:** Six years after last action.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.1
- 600701      LEAVE RECORDS  
**Description:** This series contains time cards, leave reports, and any other records related to leave requested/taken by employees.  
**Retention:** Six years.  
**Disposition:** Dispose by landfill.
- 600901      JOB DESCRIPTIONS  
**Description:** This series contains job descriptions for positions in the department.  
**Retention:** Six years after updated.  
**Disposition:** Dispose by landfill.
- 600902      POSITION INFORMATION QUESTIONNAIRES (PIQ) AND  
RECLASSIFICATION REQUESTS  
**Description:** This series contains the position information questionnaires and classification/reclassification request forms submitted to Human Resource Management Services (HRMS) for positions in the department.  
**State Form Numbers:** SFN 2572 and SFN 2584  
**Retention:** Six years after updated.  
**Disposition:** Dispose by shredding if Social Security Number is included. HRMS retains the record for ten years.  
**Authority:** NDCC 44-04-18.1 and NDCC 44-04-28

- 601001      EMPLOYEE ASSISTANCE PROGRAM RECORDS  
**Description:** This series contains information related to the administration of the Employees Assistance Program, including utilization reports.  
**Retention:** Three years.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-18.1
- 601502      BACKGROUND CHECKS/INVESTIGATIONS  
**Description:** This series contains any correspondence and the results of background investigations for current or potential employees in the department.  
**Retention:** Six years.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 12-60-16.6
- 65 (P/P)      POLICIES/PROCEDURES**
- 650301      INFORMATION TECHNOLOGY PLANS  
**Description:** This series contains the agency's Information Technology Plan required by HB 1034. These plans are submitted to the Information Technology Department.  
**Retention:** Current plan and one previous plan.  
**Disposition:** Dispose by landfill. \* The Information Technology Department will transfer to the State Archives.
- 650302      ORGANIZATIONAL CHARTS  
**Description:** This series contains chart showing the organizational structure of the divisions, positions, and/or personnel of the department.  
**Retention:** Three years after updated.  
**Disposition:** Transfer to the State Archives.

- 650303 CONTINUUM OF OPERATIONS PLANS/DISASTER RECOVERY PLANS  
**Description:** This series contains Continuum of Operations Plans (COOP) and Disaster Recovery Plans for state agencies and divisions.  
**Retention:** Until updated.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-27
- 650401 RECORDS RETENTION SCHEDULES  
**Description:** This series contains retention schedules for the records of the agency.  
**Retention:** Until updated.  
**Disposition:** Dispose by landfill.
- 72 (REF) REFERENCE**
- 720101 REFERENCE MATERIAL  
**Description:** This series contains all information collected and used for reference purposes only.  
**Retention:** Until updated or obsolete.  
**Disposition:** Dispose by landfill.
- 75 (SA) SAFETY/SECURITY**
- 750401 SAFETY/SECURITY PLANS  
**Description:** This series contains any records pertaining to the safety or security of the building, personnel, and other resources.  
**Retention:** Until updated.  
**Disposition:** Dispose by shredding.  
**Authority:** NDCC 44-04-24

750402

**RISK MANAGEMENT PROGRAM RECORDS**

**Description:** This series contains records related to participation in the Risk Management program, including incident reports, safety inspections, training records, Risk Management Fund Loss Summary Reports, minutes from Loss Control Committee or other related meetings, and other reports related to the program.

**Retention:** Three years after the current fiscal year.

**Disposition:** Dispose of by landfill. Tapes of the Executive portion of the Loss Control Committee meetings are confidential. Pending claims are confidential.

**Authority:** NDCC 32-12.2-11

**80 (SPS)**

**PROGRAMS, PROJECTS, AND SERVICES**

801201

**PROJECT DOCUMENTATION**

**Description:** This series contains all the records stored in the project repository. These could include historical documents such as business cases as well as any charters, plans, schedules, and reports. It may also include other products of project management such as meeting minutes, scope changes, deliverables/project acceptance, risk logs, issue logs, quality-related documents, budgets, variance reports, recovery plans, schedules, project status reports, copies of RFI/RFP and contracts (including all attachments/addendums), and relevant e-mail communications.

**Retention:** Three years after project is completed.

**Disposition:** Transfer to the State Archives.

**85 (S/D)**

**STAFF/DIVISION/UNIT**

850601

**EMPLOYEE CALENDARS**

**Description:** This series contains employee calendars of meetings and appointments for their position.

**Retention:** Thirteen months.

**Disposition:** Dispose by landfill and/or delete all information and backups.

**90 (S/S/R) SURVEY/STUDY/REPORT**

900201 BIENNIAL REPORTS

**Description:** This series contains state agencies' biennial reports covering their operations for the two preceding fiscal years. The reports are submitted to the Governor and Secretary of State.

**Retention:** Current biennium plus one previous biennium.

**Disposition:** Dispose by landfill. \* The Secretary of State will transfer the record to the State Archives.

**97 (VI) VENDOR INFORMATION**

970101 VENDOR INFORMATION

**Description:** This series contains correspondence, brochures, and product information from vendors for products not owned or leased by the department.

**Retention:** Until updated or obsolete.

**Disposition:** Dispose by landfill.

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**NOTES**

1. Copies of original record series may be disposed any time before the primary or official record, but must not be maintained any longer than the specified retention period of the original record.
2. If a record contains both open and closed or confidential information, the portions that are not open must be removed prior to disclosing information for an Open Records Request, i.e. Social Security Number.