



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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Series
Authorization No: 10551353 **Agency:** AGO **Division:** DS76 **Section:** **Revision:** NA

Agency Series No.: IT-OP-08 **Record Series Title:** Computer Usage Files
Record Series Description: Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.

Agency Web Link:

Confidential Description

Vital Description

Media	Retention Period	Retention Justification	Method of Disposal
Machine Readable	Retain until no longer of administrative value to agency, then destroy.		Unknown

Approvals:

Approved **Pari Swift, Records Officer** **Date:** 9/27/2010
Created **Pari Swift, Records Officer** **Date:** 9/27/2010

Notes:

Note Date	Note Description	User
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