

# State of Nevada ADM: Enterprise Information Technology

Version Date: 09/18/2013

## **1997031 Changes and Updates Records**

Reviewed: 08/20/1997

Description: These records are used to initiate changes and maintain batch processing system updates. The record may contain but is not limited to: Memos; New Job for Production Request package; Copies of JCL (Job Control Language) program changes, and; Other associated items

Retention: Retain these records for a period of one (1) calendar year from the date on which the records were created.

Disposition: Destroy

## **1997029 Job Request Form**

Reviewed: 08/20/1997

Description: These forms are used to initiate a client batch job. This record series describes the individual details to be used in running a specific program.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which the record pertains.

Disposition: Destroy

## **2004032 List of Confidential Records (Homeland Security Act)**

Reviewed: 04/14/2004

Description: These records document the List of Confidential Records as authorized by NRS 242.105 as part of the Nevada Homeland Security Act of 2003 (AB 441). The records may include, but are not limited to: Assessments of security risks; Reports from the IT Security Committee; Staff reports; List of Confidential Records (NRS 242.105 (2)); Report to LCB of records considered confidential (NRS 242.105 (4)(a)); Copies of submittal letters to the Legislative Counsel Bureau per NRS 242.105 (4)(b), and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## **1997032 Operations Section Security Forms Log**

Reviewed: 08/20/1997

Description: Entries to this form are used to account for printed and voided security-sensitive forms such as checks, drafts, bonds, etc.. The record may include but is not limited to: Security log which is initialed by all personnel handling the work, and; Signed in-house worksheet from the computer facility operators used to verify that the numbered forms printed have been properly used

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which the records pertain.

Disposition: Destroy

## **1997030 Production Job Submittal Log**

Reviewed: 08/20/1997

Description: These records are used as a history of non-automated batch job requirements. The record lists the programs and/or hardware which will be affected by the running of the requested job and is used to check on what order jobs are run on the system.

Retention: Update the on-line computer record as needed, keeping backups as required by The General Records Retention and Disposition Schedules. Retain paper copies for a period of thirty (30) days from the date of the printout.

Disposition: Destroy