

State of Nevada PERS: Information Services

Version Date: 2/28/2014

1989178 Daily Console Log

Reviewed: 10/24/1989

Description: This is a computer printout of all computer and console activity within a 24 hour period. It is run by job number, showing such information as operator instructions, log-ins to system, down time, etc.

Retention: Retain this record series for a period of one (1) month from the date created.

Disposition: Destroy

1989177 Job Schedule Report

Reviewed: 10/24/1989

Description: This record series is a manually entered form for internal usage, which is used to control the scheduling of computer time for processing of jobs to be run every night.

Retention: Retain this record series for a period of one (1) month from the date created.

Disposition: Destroy

1989179 Store/Restore listing

Reviewed: 10/24/1989

Description: This is a computer generated listing of data stored on dump tapes (either full or day) used to capture data for possible use later to restore files if necessary within a five-week range. This also provides an audit trail for potential computer problems.

Retention: Either the tape or the listing should be retained for a period of one (1) year from the date created.

Disposition: Destroy Securely