Information Systems Records Inventory 2013

Type of Record	Record Format	Retention Period	Official Guardian	Statute/Regulation
Software Contracts	Electronic	Permanent	IS Manager	
Department Meeting Agendas/Minutes	Electronic	Permanent	IS Manager	
Licenses	Electronic	Permanent	IS Manager	
Orders	Electronic	Permanent	IS Manager	
Topology All Sites	Electronic	Permanent	IS Manager	
Tape Backups	Tape	1 year	IS Manager	
Applications	Electronic	Permanent	IS Manager	
License Keys Symantec	Hard copy	1 year	IS Manager	
Meditech Upgrade Info	Hard copy	Permanent	IS Manager	
Practice Solutions Info	Hard copy	Permanent	IS Manager	
StaffRight Install Instructions	Hard copy	Permanent	IS Manager	
BRDHC Info	Electronic and hard copy	Permanent	IS Manager	
Work Order System	Electronic	Permanent	IS Manager	
Computer Inventory	Electronic	Permanent	IS Manager	