

OFFICE OF THE GOVERNOR
OFFICE OF INFORMATION TECHNOLOGY SERVICES
ENTERPRISE PROJECT MANAGEMENT OFFICE

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

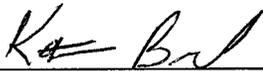
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

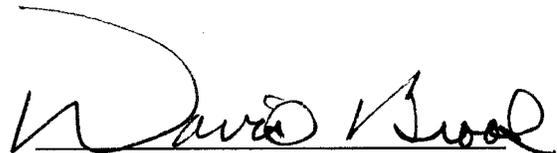
APPROVAL RECOMMENDED



Katherine White, Chief Records Officer
Office of Information Technology Services

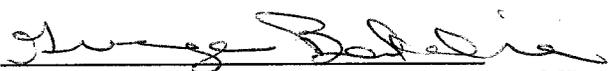


Kathy Bromead, Director
Enterprise Project Management Office

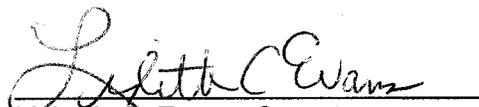


David Brook, Director
Division of Historical Resources

APPROVED



George Bakolia, State Chief Information Officer
Office of Information Technology Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 48109. ENTERPRISE PROJECT PORTFOLIO MANAGEMENT TOOL (PMM TOOL) DATABASE (ELECTRONIC) FILE.

Records in electronic format concerning quality assurance and application development for projects overseen by agency beginning in January 1998. Data is entered into this database from Quality Assurance File (Item 48110), and Application Development Project File (Item 48111) and other related records. Database includes project names, names of contributors, reviewers, and approvers, significant issues, risks tracking, financial benefits, performance metrics, milestones, budget costs and other relevant information. File includes project reviews, assessments, progress reports, monthly status reports and other related records. File may include reference copies of project plans, change management plans, test plans, statement of work, risk management plans, project closeout report and other related records. (File maintenance and backup procedures performed by Office of Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office electronic records 3 years after completion of project, supersession or replacement of associated source code and when reference value ends, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 48110. QUALITY ASSURANCE FILE.

Records in paper and electronic formats concerning the adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations, and deadlines. File includes reviews, assessments, and supporting documentation. Most records dated August 2005 and later are maintained in the Enterprise Project Portfolio Management Tool (PMM Tool) Database (Electronic) File (Item 48109). (Files maintenance and backup procedures performed by Office of Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic (not maintained in the Enterprise Project Portfolio Management Tool Database Electronic File, Item 48109) records 3 years after supersession or replacement of associated source code and when reference value ends, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 48111. APPLICATION DEVELOPMENT PROJECT FILE.

Records in paper and electronic formats concerning the development, redesign, or modification of automated systems or applications, including project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence. Most records dated August 2005 and later, are maintained in the Enterprise Project Portfolio Management Tool (PMM Tool) Database (Electronic) File (Item 48109). (Files maintenance and backup procedures performed by Office of Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records (not maintained in the Enterprise Project Portfolio Management Tool Database Electronic File, Item 48109) 3 years after completion of project and when reference value ends.

ITEM 48112. DATA / DATABASE DICTIONARY REPORTS FILE.

Project database information (Projects and Closeouts) in paper and electronic formats from a data/database dictionary system, including data element attribute reports, database schema, and related records. (File maintenance and backup procedures performed by Office of Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

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DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.