GENERAL RECORDS SCHEDULE 6.3: Information Technology Records

This schedule covers records about Federal agency Information Technology (IT) program planning, which includes designing and operating major IT management processes; acquiring and managing IT capital investments; monitoring IT program performance; and developing and maintaining an agency's IT architecture.

This schedule does not include records of the Office of Management and Budget (OMB) documenting OMB's oversight role relating to Government-wide information resources management and IT spending. These records are scheduled by an OMB-specific schedule.

Related records are covered elsewhere in the GRS. IT records are covered in GRS 3.1, General Technology Management, and 3.2, Information Systems Security Records.

Item	Records Description	Disposition Instruction	Disposition Authority
010	**Information Technology program and capital investment planning records.** Records of agency IT program development and capital investment planning that document goals and milestones to achieve them; planning principles and activities; performance and evaluation measures such as TechStat reviews; and compliance with requirements such as OMB Circular A-130, the Federal Information Technology Acquisition Reform Act, and other laws. Includes: • strategic and tactical plans • records of internal agency governance boards supporting formally issued plans, including comments, concurrences, clearances, and justifications • records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the Chief Information Officer (CIO) has sponsorship, leadership, or recordkeeping responsibilities • reports and statistics documenting quantitative and qualitative performance measures, such as Government Performance and Results Act (GPRA) reporting • portfolio management records, including clearance and review • Reports on IT capital investments, such as OMB Exhibit 300 Major IT Business Cases (MITBCs) and IT Portfolio Summaries (ITPS), including IT Dashboard Exhibit 300 MITBC submissions • business case development, review, and clearance records regarding major investments, systems, acquisitions, or operational assets **Exclusion 1:** Policy records generated by the CIO (agencies must schedule these separately).	**Temporary.** Destroy when 7 years old, but longer retention is authorized if required for business use.	DAA-GRS-2017-0009-0001

	Exclusion 2: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council (the agency with responsibility for convening the committee must schedule its records separately). **Exclusion 3:** System data or content (agencies must schedule these separately). **Exclusion 4:** Systems development records (GRS 3.1, General Technology Management Records, item 011, System development records, covers these). **Exclusion 5:** Records documenting system and operational level compliance with IT policies, directives, and plans (GRS 3.1 General Technology Management Records, item 040, Information technology oversight and compliance records, covers these).		
020	**Enterprise architecture records.** Records that describe the agency's baseline or target enterprise or its information architecture, including technical reference models, diagrams, graphics, models, sequencing plans, and narratives. **Exclusion:** Records of basic systems and services used to supply the agency and its staff with access to computers and data telecommunications (GRS 3.1 General Technology Management Records, item 010, Infrastructure project records, covers these).	**Temporary.** Destroy 7 years after creating a new iteration of the enterprise or information architecture, but longer retention is authorized if required for business use.	DAA-GRS-2017-0009-0002