

## Data Retention Standard

### Introduction

Data is one of the most valuable resources that the state maintains. As such, it is important to deliberately control how long records are kept and how they should be discarded.

### Purpose

The purpose of this standard is to ensure that necessary records are adequately protected and maintained and to ensure that records that are no longer needed are discarded at the proper time.

### Definitions

ODL – Oklahoma Department of Libraries.

Tag – a keyword that describes a piece of information.

Record - means all documents including, but not limited to, any book, paper, photograph, microfilm, data files created by or used with computer software, computer tape, disk, record, sound recording, film recording, video record or other material regardless of physical form or characteristic, created by, received by, under the authority of, or coming into the custody, control or possession of public officials, public bodies or their representatives in connection with the transaction of public business, the expenditure of public funds or the administering of public property. For definitions of items that are not records, please see [51 O.S. § 24A.3](#).

### Standard

All records shall be retained in accordance with state and federal statute, agency rule and established ODL retention schedules. No data is to be destroyed without proper authorization.

- Tagging.
  - To the extent allowed by the system where the record is stored, all records must be properly tagged. Minimum tags (meta-data) include ID, description, classification and retention citation.
- ODL responsibilities.
  - With certain statutory exceptions, all state agencies, boards and commissions are required to establish and maintain ongoing “programs for the efficient and economical management of records” and have their programs approved by the Archives and Records Commission ([67 O.S. Sec 206, 305](#)).
  - Records disposition schedules are reviewed and approved by the Archives and Records Commission as provided in Chapter 10A of Title 67 of the Oklahoma Statutes and in the rules for the commission as set out in Title 60 of the Oklahoma Administrative Code.
- Records destruction.
  - In accordance with Archives and Records Commission Rule [OAC 60:10-3-2\(b\)](#), no records listed in the general records disposition schedule, regardless of format, shall be destroyed until one of the following forms has been submitted to and has been approved by the State Records Administrator or their designee:
    - Notice of Intent to Destroy Records ([ARC Form 4](#)).
    - Notice of Intent to Destroy Records That Have Been Imaged ([ARC Form 12](#)).

- Notice of Intent to Destroy Optical Disks ([ARC Form 13](#)).
- Records that have an approved disposition of “Retain in office and destroy after primary use,” “Retain in office until no longer required for administrative purposes, then destroy,” “Retain in office and destroy upon verification” or “Retain in office until superseded, then destroy” are not subject to the above Notices of Intent to Destroy.

**Compliance**

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

**Rationale**

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

**References**

- [67 O.S. Sec 206, 305.](#)
- [60 O.A.C.](#)
- [51 O.S. § 24A.3.](#)

**Revision history**

This standard is subject to periodic review to ensure relevancy.

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