

# Systems guide (GRS-2280)

## Utah General Retention Schedule

### Description

This manual is used by programmers and information analysts to reprogram the computer and to ascertain whether the system is operating according to design. Contents include definitions of the system including functional requirements, data requirements, system/subsystem specifications, authorizing directives, definitions of the logical and physical arrangement of the characteristics of each record, elements, or item of data in the file, including names and tags or labels (record layout), specifications of all codes used, cross reference tools, validity characteristics, and update and access conditions.

### Retention and Disposition

Retain permanently. Transfer records to the archives.

### Categories

Data Processing

### Effective

10/2000

### Previous Schedule Number

SG-4(229)-5