

## Retention and Classification Report

**Agency:** Department of Transportation. Office of Administrative Services. Bureau of Data Processing (1813)  
4501 South 2700 West  
P.O. Box 141265  
Salt Lake City, UT 84114-1265

**Records Officer:** \_\_\_\_\_

10235    \*Information System Services computer system

**AGENCY:** Department of Transportation. Office of Administrative Services. Bureau of Data Processing

**SERIES:** 10235

1

**TITLE:** Information System Services computer system

**DATES:** 1988-2013.

**ARRANGEMENT:** Alphanumerical by file name

**DESCRIPTION:**

Records describing how a database system is operated. Information may include records documenting the development or modification of a database which are necessary to access, retrieve, manipulate, or utilize the system. May also include user guides, system definitions, flowcharts, program descriptions, and logical relationships. This documentation only includes that of databases whose information is not considered permanent or otherwise significant.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public