

	Information and Communications Technology Division	Policy	
		Effective Date	Date of Last Revision
		July 21, 2004	May 2, 2006

Chapter Name	
4.0 INFORMATION MANAGEMENT	
Chapter Number	Title
4.7.1	Report Output Retention

1.0 Purpose

The purpose of the report output retention policy is to document the amount of time that a report will be in a viewable state to those Eastern Michigan University (EMU) employees who require the information to perform their daily responsibilities, balancing account storage requirements, backup time requirements, and ease of use.

Individual departments are required to maintain necessary reports to meet federal/state regulations and auditor’s requirements. Information and Communications Technology (ICT) will maintain the data source to meet mandated requirements but will not archive the actual report format for the required period.

2.0 Scope

This policy applies only to reports which are generated from official university data sources and created as part of production scheduling and execution, or delivered via electronic distributed printing system. The scope of this policy does not include desktop applications or ad hoc reports by the user community.

3.0 Policy

ICT will maintain output that resides on any production environment in the original format for a specific time frame. ICT will dispose of the output, once that time frame has lapsed,, without consultation of the end user community. The timeframes will be documented on the ICT Policy web site.

Exceptions to the standards will be requested by the Data Steward and approved by the Associate Director, Enterprise Operations Center with consultation of the Enterprise Resource and Planning (ERP) Business Operations Committee (BOC).

EMU departments are required to maintain/store any output that needs to be retained to meet legal requirements that are longer than the ICT retention limits. Any output produced from a test environment may or may not be retained within the timeframes documented on the ICT Policy web site. ICT cannot guarantee test environment output availability.

4.0 Responsibility for Implementation

ICT Operations is responsible for the overall implementation, administration and interpretation of this policy.

5.0 Enforcement

The Associate Director, Enterprise Operations Center is responsible for enforcing this policy.

6.0 Definitions	
<u>Term</u>	<u>Definition</u>
Data Steward	The module representative who is knowledgeable and responsible for proper use and access to a specific module within the ERP system.
Output	The information produced by a program or process from a specific input. Output, for this policy, is in an electronic format.
Storage	Any of the ICT maintained mass storage devices or disk space to a local server.
Ad hoc reports	Reports created without intervention from ICT staff or services: for example, a Crystal Reports document created by the user community. If a report is submitted to the electronic distributed printing system, it is no longer considered ad hoc.
Production Environment	<p>Any machine used to store or transfer data between two machines where both machines meet the requirements below:</p> <ol style="list-style-type: none"> 1) are part of the Eastern Michigan University (EMU) Enterprise Resource and Planning System (ERP), or 2) system(s) approved for purchase by the Enterprise Resource and Planning System Tactical Committee (ERP-TAC), or 3) system(s) whose contract is signed by the CIO of ICT, or 4) any hardware/software where memorandum of understanding (MOU) agreements are present between ICT and a department/division, making a machine part of the EMU production environment. <p>Exceptions to the above definition are: applications used for academic classroom projects; systems purchased for ICT internal use; and duplicate production environments used for testing and training purposes only.</p>

7.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Gniewek/Rose	Original request/proposed draft	July 21, 2004	July 21, 2004
Dorendorf	Revised for new format; PRC revisions	April 25, 2006	
Laundra	Copyedited/proofed for upload	May 2, 2006	