

 Information and Communications Technology Division	Standard	
	Effective Date	Date of Last Revision
	July 21, 2004	April 21, 2008

Chapter Name	
4.0 INFORMATION MANAGEMENT	
Chapter Number	Title
4.7.1 S1	Banner Output Retention

1.0 Purpose

The purpose of this standard is to identify the output retention standards for the Enterprise Resource Planning (ERP) system which is currently known as Banner.

2.0 Governing Policy	
<u>Number/Document Name</u>	<u>Effective Date</u>
4.7.1 Report Output Retention	July 21, 2004

3.0 Standards

Standards for output retention are determined by evaluating federal/state legal requirements, space used to store the information, and usefulness of immediate access to the information. In general, the following standards apply:

System	Retention Period
AppWorx (scheduling)	30 days
e-print (report distribution)	90 days
FormFusion (formatted output, such as letters)	30 days
GJIREVO (output stored within the database)	7 days

Exceptions to these standards are requested by the Data Steward for the area responsible for the output, and approved by the ERP Business Operations Committee (BOC). Exceptions will be maintained as an appendix ([Banner Output Exceptions](#)) and do not need committee approval for modifications.

4.0 Responsibility for Implementation

The Associate Director, Enterprise Operations Center is responsible for enforcing these standards.

5.0 Definitions	
<u>Term</u>	<u>Definition</u>
Enterprise Resource Planning (ERP) System	The management information systems (MISs) that integrate and automate many of the business practices associated with the operations or production of the University.
Output	The information produced by a program or process from a specific input. Output, for this policy, is in an electronic format.
Data Steward	The module representative who is knowledgeable and responsible for proper use and access to a specific module within the ERP system.

6.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Gniewek/Rose	Original request/proposed draft	July 2, 2004	
Dorendorf	Revised for new format; PRC revisions	April 25, 2006	
Laundra	Copyedited/proofed for upload	May 2, 2006	
Rose	Edited Banner Output Exceptions table	August 9, 2007	
Rose	Edited Banner Output Exceptions table	April 21, 2008	

Banner Output Exceptions:

Report	Maintain	Purge Cycle
FGRBDSC – Current Budget Status	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FGRFAAC – Fund Account Activity	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FGRGLEX – Grant Ledger Exception	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FGRGLTA – General Ledger Detail Transaction	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FGRODTA – Organization Detail Activity	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FGRPDTA – Program Detail Activity	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FRRGITD- Grant Inception to Date	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	Purged Monthly
FZECNTL- General Fund Summary	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FZEDOCH – Requisition, Purchase Order, Invoice and Check Number	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FZELDST – Labor Distribution	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year

FZETELE – Telecommunication Chairperson	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
FZESTOR – Stores Detail	July – May interim reports 5 fiscal yrs June year end reports 10 fiscal yrs	90 days after end of a Fiscal Year
NHRDIST	July – May interim reports 5 fiscal years June year end reports 10 fiscal years	90 days after end of a Fiscal Year
PERLEAV	July – May interim reports 5 fiscal years June year end reports 10 fiscal years	90 days after end of a Fiscal Year
SZEERWI – Section Report Winter	A full year through the following winter semester	Purge same semester from previous year after current semester ends
SZEERSP – Section Report Spring	A full year through the following spring semester	Purge same semester from previous year after current semester ends
SZEERSU – Section Report Summer	A full year through the following summer semester	Purge same semester from previous year after current semester ends
SZEERFA – Section Report Fall	A full year through the following fall semester	Purge same semester from previous year after current semester ends