

**GRS 27, Records of the Chief Information Officer  
Implementation Guide**

ITEM TITLE	TYPES OF RECORDS
<p><b>1. Information Technology (IT) Program Planning Records</b></p> <p><b>Disposition: Temporary.</b></p> <p><b>Recordkeeping Copies: Cut off annually.</b> Destroy/delete when 7 years old or when no longer needed, whichever is later.</p>	<p>Strategic and tactical plans; reports and statistics documenting quantitative and qualitative performance measures; reports on IT portfolio management; and related clearance and review records.</p> <p>[<b>Note:</b> This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled by submission of an SF 115 to the National Archives.]</p>
<p><b>2. Enterprise Architecture Records</b></p> <p>Disposition: Temporary.</p> <p>Recordkeeping Copies: Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later.</p>	<p>Technical reference models, diagrams, graphics, models, sequencing plans, and narratives that describe the agency’s baseline or target enterprise architecture (EA).</p> <p>[<b>Note:</b> An “iteration” would typically be the version of the EA (or its component) prepared and submitted to OMB as part of the budget and capital planning cycle. Some agencies may produce and manage EA outside the budget process, which could result in other formal iterations of EA records.]</p> <p>[<b>Note:</b> This item does not cover such records maintained by the Office of Management and Budget as part of its government-wide IRM and IT spending oversight responsibilities.]</p>
<p><b>3. IT Capital Investment Records</b></p> <p>Disposition: Temporary.</p> <p>Recordkeeping Copies: Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later.</p>	<p>Reports on IT capital investments; capital asset plans; OMB Exhibit 300 business cases for major investments, systems, acquisitions, or operational assets identified in the agency’s capital investment portfolio; and related clearance and review records.</p> <p>[<b>Note:</b> Contract support records are covered more fully by GRS 3. Offices outside the CIO are likely to maintain similar records to support individual capital investments. GRS 24/9, “Financing of IT Resources and Services,” covers many such records.]</p>

ITEM TITLE	TYPES OF RECORDS
<p><b>4. Legal and Regulatory Compliance Records</b></p> <p>Disposition: Temporary.</p> <p>Recordkeeping Copies: Cut off annually. Destroy/delete when 5 years old.</p>	<p>Records of agency-wide compliance with Federal laws and regulations governing information resources management.</p>
<p><b>5. CIO Committee Records</b></p> <p>Disposition: Temporary.</p> <p>Recordkeeping Copies: Cut off annually. Destroy/delete when 5 years old.</p>	<p>Meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.</p> <p>[<b>Note:</b> Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.]</p>
<p><b>6. CIO Subject and Office Records</b></p> <p>Disposition: Temporary.</p> <p>Recordkeeping Copies: Cut off annually. Destroy/delete when 5 years old.</p>	<p>Other mission-related briefings, reports, presentations, studies, and correspondence of the CIO not directly related to the schedule items described above.</p> <p>[<b>Note:</b> Some records related to the compliance of individual IT systems may be maintained with and for as long as the documentation for the system itself. See, for example, GRS 24/5, “Files Related to Maintaining the Security of Systems and Data.”</p>
<p><b>7. Schedules of Daily Activities</b></p> <p><b>Disposition: Temporary.</b></p> <p><b>Recordkeeping Copies: Cut off annually.</b> Destroy/delete when not less than 2 years but not more than 5 years old.</p>	<p>Official calendars, appointment books, schedules, logs, and diaries.</p> <p>[<b>Note:</b> This item applies only to records of the CIO, not of the office’s subordinate staff. See GRS 23/5 for coverage of the latter.]</p>
<p><b>8. Electronic Mail and Word Processing</b></p> <p>See GRS 27.</p>	<p>Electronic copies of records described elsewhere in this schedule.</p>



