

SSRS-30407: Regulated system logs

A retention schedule for submission to the Utah Records Management Committee (RMC)

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[View schedule](#)

What's changing

This is a new retention schedule that does not follow a general retention schedule.

Retention schedule explanation

DTS maintains numerous information systems for State agencies. Some of the data within those systems must follow federal regulations (such as HIPAA and FERPA) and/or other industry regulations. Systems which contain these types of data are referred to as "regulated systems."

DTS would like to retain the data in these regulated systems for **7 years**, based on their experience managing the logs. Seven years also aligns with many of Archives' general retention schedules, and many federal regulations.

DTS keeps the *non-regulated* system logs ([SSRS-18712](#)) for one year, according to the general retention schedule for transitory tracking records ([GRS-1720](#)).

There is no general retention schedule which specifically fits these records. The nearest match is [GRS-1713: Information governance records](#), which has a retention of "retain until superseded or final action, then destroy."

Additional references

- DTS page about compliance: <https://dts.utah.gov/security/compliance>
- DTS "about" page: <https://dts.utah.gov/about-dts>