

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT'S OF HUMAN SERVICES, INSURANCE, AND AGING

INFORMATION TECHNOLOGY STANDARD

Name Of Standard: Information Life Cycle Management	Number: STD-DMS005
Domain: Data	Category: Information Life Cycle Management
Date Issued: 06/12/2008	Issued By Direction Of: 
Date Revised: 08/30/2016	Clifton Van Scyoc, Dir of Division of Technical Engineering

Abstract:

“Information lifecycle management (ILM) is the effort to oversee data, from creation through retirement, in order to optimize its utility, lower costs, as well as minimize the legal and compliance risks that may be introduced through that data.” – *Informatica.com*

“Information life cycle management (ILM) is an approach to data and storage management that recognizes that the value of information changes over time and that it must be managed accordingly. ILM seeks to classify data according to its business value and establish policies to migrate and store data on the appropriate storage tier and, ultimately, remove it altogether.” – *Gartner.com*

General:

The Department of Human Services (DHS) Bureau of Information Systems (BIS) supports the Governor's Office of Administration/Office of Information Technology (OA/OIT) Information Technology Policies on the life cycle concept for management of Commonwealth records.

Commonwealth Policy:

- [ITP-INFRM001](#) - The Life Cycle of Records: General Policy Statement - defines the life cycle concept for management of electronic records.
- [ITP-INFRM004](#) – Management of Web Records – specific guidance regarding the retention and disposition of Web records.
- [ITP-INFRM005](#) – System Design Review of Electronic Systems – new applications or major enhancements are to address records retention throughout the course of its development.
- [OPD-INFRM005A](#) - System Design Review of Electronic Information Systems - questionnaire for records management review of new or existing systems.

Definitions

Data Retention Criteria - the requirements for holding data and defining what and when data must be available.

Example: Client notices 0 to 2 months old must be available online for immediate access. Client notices 2 to 3 months old must be available online when requested within one day. Client notices older than 3 months may be purged.

Retention – keeping possession of records in the established format such as paper, microfilm, electronic or multiple media formats.

Retention period – the amount of time that records are to be maintained.

Disposition – arranging for records to be in their final location or form by shredding, deleting via a purge program, migrating to a history database or sending to the State Archives for permanent preservation.

Standard:

Application Information Life Cycle Approach

Application teams are to work jointly with the respective Program Office on each application to develop an Information Life Cycle Approach by identifying the records and retention criteria at the systems requirements stage.

DPW BIS Roles and/ Responsibilities

Applications teams are responsible for:

- Working jointly with DHS Program Offices to identify the record series, data retention period and creating a retention and disposition schedule for all new record series using forms located at [Records Management Forms](#).
- Identifying the record series title, item number, description and retention period as listed in [MD 210.9](#) The Commonwealth's General Records Retention and Disposition Schedule or the DHS Records Retention and Disposition Schedule for all new and existing records when presenting Archive Purge Requirements at the Architecture Review Board.
- Creating a purge program to dispose of records reaching their retention period.
- Arranging for the purge program to execute on a regularly scheduled basis.

Exemptions from this Standard:

There will be no exemptions to this standard.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Standard Revision Log:

Change Date	Version	Change Description	Author and Organization
6/12/2008	1.0	Initial	P. Gillingham
9/10/2008	1.1	Revisions	P. Gillingham
04/24/2009	1.2	Revisions from MS SQL Server group, additions of new Oracle servers, and Tiered storage definitions.	P. Gillingham
08/30/2016	2.0	Rewritten	P. Gillingham