# COMMONWEALTH OF PENNSYLVANIA

# HEALTH & HUMAN SERVICES DELIVERY CENTER

# INFORMATION TECHNOLOGY STANDARD

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| Name of Standard: | Number: |
| **Electronic Records Management in Database Management Systems** | **STD-DMS013** |
| Domain: | Category: |
| **Data** | **Records Management** |
| Date Issued: **08/30/2016** | Issued by Direction of: |
|  |  |
| Date Revised:  **7/10/2020** |  |
|  | **Jon Arnold, Chief Technology Officer**  **Health & Human Services Delivery Center** |

**Abstract:**

The Health and Human Services (HHS) Delivery Center (DC) Technology Services Office (TSO) directs the management of information for the Departments of Health (DOH), Human Services (DHS), Aging (PDA), Drug and Alcohol Programs (DDAP) and Military and Veterans Affairs (DMVA) database management systems. The growth of data in the numerous business applications supported by HHS DC has increased exponentially in recent years. While all the data is needed, all data is not equal in value. Current data is accessed more frequently than historical data. Maintaining all data for availability in production Online Transaction Processing (OLTP) environments is expensive and adversely impacts performance.

**General:**

This document contains HHS DC standards for establishing retention requirements and purging data housed in database management systems and supplements the standards contained in the Governor’s Office of Administration/Office of Information Technology (OA/OIT) Information Technology Policies.

Commonwealth Policy:

* [ITP-INF001](http://www.oa.pa.gov/Policies/Documents/itp_inf001.pdf) - Database Management Systems – establishes enterprise-wide standards for database management systems.
* [OPD-INF001B](http://www.oa.pa.gov/Policies/Documents/opd_inf001b.pdf) - Database Management Systems: Production and Operational Standards - 1.9 states: Purge criteria are to be established for all databases and are to be in accordance with agency record retention schedules.
* [STD-INF0001A](http://www.oa.pa.gov/Policies/Documents/std_inf001a.pdf) – Database Product Standards – lists the current Commonwealth standards for database products and platforms.

**Standard:**

All business systems must have:

* An analysis of their data to determine retention requirements for all electronic records housed in Health and Human Services Delivery Center (HHS DC) database management systems.
* All records and their retention periods identified in the DHS Records Retention and Disposition Schedule by completing the forms available at [OA Records Management Forms](http://www.phmc.pa.gov/Archives/Records-Management/Pages/Forms.aspx).
* Data purged that meets or exceeds the established retention periods.
* Less frequently used data moved to less expensive storage where feasible.

**Roles and/ Responsibilities**

Applications teams in DDAP, DHS, DOH, DMVA and PDA are responsible for:

* working with the appropriate Program or Business Office to identify data retention periods for all record series in new business systems or enhancements to existing systems,
* developing the purge batch job,
* working with HHS DC, Technology Services Office (TSO) Batch Units to set up the automated scheduling of the batch purge job at intervals complying with the agency and general records retention and disposition schedules.

**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 HHS Delivery Center Domain Leads.

**Standard Revision Log:**

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| --- | --- | --- | --- |
| **Change Date** | **Version** | **Change Description** | **Author and Organization** |
| 08/30/2016 | 1.0 | Initial | P. Gillingham |
| 04/19/2019 | 1.1 | Updated Organization, CTO Name and content. | P. Gillingham |
| 7/10/2020 | 1.2 | Header/footer & Org. change. Reviewed content, removed signature. | G. McDonel / P. Gillingham |