

| Record Title and Description | Retention | Disposition Instructions |
|-------------------------------------|------------------|---------------------------------|
| Data Backup – Daily | 1 month | Destroy |
| Data Backup – Monthly | 1 year | Destroy |
| Data Backup – Annual | 3 years | Destroy |
| Email archives | 3 years | Destroy |
| Trouble Tickets | Active + 3 years | Destroy |