0820 Application Data

Description: These records provide protection in the event of lost or damaged files, or otherwise irretrievable files or programming code.

Examples: Records include data from system back-ups, including online data files, tapes, disks or other media, and any hardcopy printouts.

Retention Period: **Retain until superseded, then destroy or recycle. Supersession should be based on an IT back-up cycle schedule.**

Please note: System back-ups should be used only for file or system restoration and recycled as soon as a new back-up is produced, and not used for long-term preservation of content. For the full retention period, the format and media of the back-ups should be stable, so that the information is accessible and useable. It is also recommended that at least one back-up copy be maintained off-site.