

## Log Files Retained by Alpine School District

Approved: <date>

The Alpine School District will retain the following electronic log files in conjunction with the Grama Act (Government Records Access and Management Act) instituted in 1992.

Log Type	Retention	Action after Retention
Messaging, Chat	30 Days	Destroy
Internet Site Access	30 Days	Destroy
Anti-Virus	30 Days	Destroy
Internet Availability (OpManager)	30 Days	Destroy
DHCP	30 Days	Destroy

No other log files will be kept or stored on a permanent basis. Logs kept resulting from security investigations will be retained for 7 years.