

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-145-09-4	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/30/09	
1 FROM (Agency or establishment) United States Department of Agriculture (USDA)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Farm Service Agency (FSA)			
3 MINOR SUBDIVISION Management Services Division (MSD)			
4 NAME OF PERSON WITH WHOM TO CONFER KEVIN C RAMSEUR	5 TELEPHONE NUMBER (202) 690-1560	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE (mm/dd/yyyy) 09/29/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Farm Service Agency (FSA) Records Management Web Site The Management Services Division (MSD) is responsible for the designing, developing, and maintaining of the FSA Records Management Web Site. The site primarily contains public facing information that focuses on records management procedures and processes. The site provides instructions, guidelines, regulations, official notices, contact information, templates, and examples for a variety of processes and procedures involving records management. Access to certain content, FSA Intranet and National Archives and Records Administration (NARA), requires secure login and is only available to approved FSA federal employees and contractors. "Live" Web Site Production Environment FSA Records Management (www.intranet.fsa.usda.gov) Content Web Site , is an online site providing links to Hot Topics, FSA Records Contacts, USDA Records Contacts, Records Policy, Electronic Records, NARA Records Page, Forms, FRC Toolkit, and other records information.		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><u>Content Files (Not Unique)</u> Content files stored on production mirrored servers content filing including written, graphical, video, and/or audio content, style sheets, scripts, and code supporting functionality and delivery of content, and boot section files residing on production servers This includes screen captures and site snapshots when the record copy is captured elsewhere</p> <p>DISPOSITION Temporary - Destroy/delete archived copies of site after 6 years or after they are deemed obsolete, or no longer necessary for the conduct of agency business, whichever is later</p>		
2	<p><u>Content Files (Unique)</u> Content files stored on production mirrored servers content filing including written, graphical, video, and/or audio content, style sheets, scripts, and code supporting functionality and delivery of content, and boot section files residing on production servers This includes screen captures and site snapshots when the record copy is not captured elsewhere Records are the official copy of an original record or a copy which is not a convenience, duplication, or working copy</p> <p>DISPOSITION Temporary - Follow the disposition instructions for the applicable record schedule for existing schedules</p>		
3	<p><u>Web Site Management Files</u> Document created or received in the development, design, implementation, operations, and maintenance of the FSA website</p> <p>DISPOSITION Temporary - Destroy when 6 years old</p>		