

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-258-10- /	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/8/10	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Risk Management 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Rodger M Matthews	5 TELEPHONE NUMBER 816 926-7394	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 <u>2</u> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 4/28/10	SIGNATURE OF AGENCY REPRESENTATIVE <i>R. Matthews</i>		TITLE
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p align="center"><b>RMA WEBSITE RECORDS</b></p> <p><b>Program</b> All Programs <b>Applicability</b> Agency-wide <b>Function</b> Provide public and agency web access</p> <p><b>NARA Disposition Authority</b></p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards in place at the time of transfer.</p> <p><b>Description</b> The RMA website is a resource providing information about RMA services to the public or internal employees, contractors, other USDA components, and supporting the mission of agency programs. The website is also used to distribute software programs, models, and textual, video, sound, or image files.</p> <p>The <a href="http://www.rma.usda.gov">www.rma.usda.gov</a> website is maintained by the Risk Management Agency, External Affairs Division. This schedule covers records such as content on the site, site management documentation, and backend systems that are not covered by other schedules. It applies to the internet, intranet, extranet, and portals. Web content records are covered by the applicable records schedules for the functions they support. If the Web content records are unique and not covered by existing schedules, they must be scheduled separately.</p> <p><b>Site Management and Operations Files</b></p> <p>Includes reports, statistics, procedures and approvals</p> <p>Disposition: TEMPORARY Cutoff inactive records at the end of the calendar year. Destroy 5 years after cutoff.</p>		

2	<p><b>Log Files</b></p> <p>Includes unprocessed log files, application logs, and similar files that are automatically created and maintained by a server to examine traffic patterns by time of day, day of week, referrer, or user agent. These data can be combined into a single file, or separated into distinct logs, such as an access log, error log, or referrer log. The files are not accessible to general Internet users, only to the webmaster or other administrative person.</p> <p>Disposition: TEMPORARY. Destroy when 3 months old.</p>		
3	<p><b>Web Content – Not Unique</b></p> <p>Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots when the record copy is captured elsewhere.</p> <p>Disposition: TEMPORARY. Destroy when superseded, obsolete, or no longer needed for agency business, whichever is later, but not longer than the retention of the record copy.</p>		
4	<p><b>Web Content – Unique</b></p> <p>Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots, when the record copy is captured elsewhere.</p> <p>a. Records covered by existing schedules</p> <p>Disposition: Varies. Follow the disposition instructions for the applicable records schedule.</p> <p>b. Records not covered by existing schedules</p> <p>Contact the RMA Records Management Officer to schedule the records.</p> <p>Note: Web content records documenting RMA's operations, decisions, and actions that are needed to protect the legal and financial rights of the government and the public must be captured in a recordkeeping system and retained in accordance with the applicable records schedules.</p> <p>Additional guidance on managing Web records is available at <a href="http://www.archives.gov/records-mgmt/policy/managing-web-records.html">www.archives.gov/records-mgmt/policy/managing-web-records.html</a></p> <p>This schedule also covers podcasts, streaming media, and other popular forms of transmission.</p>		