REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	**JOB NUMBER** N1-065-04-6 **Date received** 7/12/2004

1. FROM (Agency or establishment) **DEPARTMENT OF JUSTICE**	**NOTIFICATION TO AGENCY**
2. MAJOR SUBDIVISION **FEDERAL BUREAU OF INVESTIGATION**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 **RECORDS MANAGEMENT DIVISION**	

4. NAME OF PERSON WITH WHOM TO CONFER **Teresa C. Sharkey**	5. TELEPHONE NUMBER **202-324-1613**	DATE 3/4/05	ARCHIVIST OF THE UNITED STATES Alla Wainta

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 __2__ 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,

☒ is not required　　　☐ is attached;　or　　　☐ has been requested.

DATE 8/17/04	SIGNATURE OF AGENCY REPRESENTATIVE William L. Hooton	TITLE Assistant Director

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The FBI Internet Web Site (http://www.fbi.gov) This web site is the main conduit of information from the FBI to the general public via the Internet. Its content is composed of information concerning FBI history, press releases, information about the activities and accomplishments of Headquarters and Field Divisions, and information relevant to public safety. The domain of this site is http://www.fbi.gov and its contents are hierarchically connected. It is important to note that the site itself is 'static.' 'Static' in this sense means that the content on the site is not pulled from a database. Articles and pictures are directly entered onto a web page. The web site's content consists of text, graphics, and links to other sites. Templates are used to determine the placement of content on a page but do not exist for all pages. Much of the web site's content is authorized by the Office of Public Affairs (OPA). The site provides limited interactivity with the public. Records that reside in databases that link to the FBI web site, for example TIPS, are not included in this schedule; rather those records will be scheduled in conjunction with those specific systems.		

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	Content Records: Transactions of web site content, such as the acceptance/rejection of content, date of content posting, etc., is tracked in the FBI's ServiceCenter change control system and will be scheduled along with the ServiceCenter system. Articles and pictures that are published on the web site are covered by the records schedule of the organization that originated the content. Technical Records: The following technical records for this site are described below. 1. Server of Origin Logs Web server logs are captured continuously with fields that show the date and time the server was off-line and who accessed the server at what time. TEMPORARY. Destroy when 90 days old. 2. Snapshots of Entire Site Excluding External Links These snapshots are taken daily and provide physical images of the site's pages. They are maintained on a separate server than the server of origin and are maintained by the FBI's Internet Services vendor. Currently, differential backups are serving as Snapshots. TEMPORARY. Destroy after 24 months. 3. Templates Templates are captured on creation. Templates record how information was displayed on a page and are typically used to maintain consistency on a site. TEMPORARY. Destroy at time the template is superseded or removed.		

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	4. <u>Logs of Site Traffic</u> Logs are captured continuously by the FBI's Internet Services provider. Traffic logs contain information about how many viewers visited a web site during specific intervals such as each day or each hour of the day. Traffic logs can also gather this information for each page of a site. Traffic logs do not reveal any information on individual visitors; rather they may collect information on the 'referring' site (the site previously visited) such as a search engine or the country or the Internet Service Provider (ISP) of the visitor. TEMPORARY. Destroy when 90 days old. 5. <u>Reports of Site Traffic</u> Reports can target different sections of the site and different information fields. They contain data analysis in the form of charts and can be saved in either Word or HTML format. Currently, OPA personnel run reports from the server logs as the need arises. TEMPORARY. Destroy after 18 months. 6. <u>Broken Links Report</u> Reports are captured daily. Broken links reports, generated by third party utilities, scan a web site for links that return an error such as "Page Can Not Be Displayed", "Can Not Find Server", or "DNS Error". Broken links internal to the FBI web site would most likely indicate that the page was removed but links to the page still exist. This report can help evidence that a visitor could navigate to specific information. Currently, broken links reports are run on an as-needed basis. TEMPORARY. Destroy after 18 months. 7. <u>Technical Internet Policies and Standards</u> OPA and IRD are developing policies, procedures, and standards to cover technical specifications and software applications used to post and modify content on the FBI's internet site, server functionality, fail-over, storage media, page download speed, and privacy and/or encryption requirements, etc. Web site technical policies are posted on the FBI intranet. TEMPORARY. Delete/destroy when superseded or obsolete.		