

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <u>101-48-10-09</u>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <u>7/19/10</u>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Office of Communications			
4 NAME OF PERSON WITH WHOM TO CONFER Keith Holden	4 TELEPHONE NUMBER 202-219-1563	DATE <u>7/19/10</u>	ARCHIVIST OF THE UNITED STATES <u>[Signature]</u>
5 AGENCY INFORMATION 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>1</u> page(s) are not needed now for the business of 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 July 15, 2010		SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature: Keith A. Holden]</u>	
		TITLE Office of the Secretary Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Item 1 - Ideation Tools Data Files (See Attachment for Description and Disposition)	N/A	

SF 115 Supplementary Cover Sheet

Summary:

This action establishes one new Office of the Secretary series entitled:

“Ideation Tools Data Files.”

The office point of contact for this records schedule is:

Larry Gillick, Acting Director of New Media

Larry_Gillick@ios.doi.gov

202-208-5141

Reason for submission:

- (1) This action provides for the disposition of temporary electronic records maintained in the Office of Communications that have been previously unscheduled.

Item 1 – Ideation Tools Data Files.

Ideation Tools are electronic web-based systems that allow individuals of the public to submit ideas or suggestions regarding the department's role as custodian of public lands. Users are able to comment positively or negatively on all such ideas/suggestions, approving or disapproving of them.

System data files include a record of all ideas submitted (including ranking, comments, positive/negative votes), as well as the user profiles for each user (unless they are acting anonymously), including email addresses, names/pseudonyms, comments/votes the user has made, and relevant information about any ideas submitted by that user.

Disposition: Temporary. Records are maintained electronically within the office. Cut off records when they are superseded or obsolete. Destroy when no longer needed for agency business.