REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-173-09-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 4|2|09	
1 FROM (Agency or establishment) **Federal Communications Commission**		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Office of Media Relations		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved	
3 MINOR SUB DIVISION		except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Shoko B. Hair	5 TELEPHONE (202) 418-1379	DATE 6/15/09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas

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 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,

          X☐ is not required   ☐ is attached, or   ☐ has been requested

DATE March 31, 2009	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment.		

Office of Media Relations (OMR)

Federal Communications Commission (FCC) Public Web Site

The FCC public web site at www.fcc.gov is the FCC's primary tool.for informing the public of its mission and activities, and serves as a gateway to FCC component public web sites, electronic systems, and a wide variety of information created by the FCC and its Bureaus and Offices. The FCC Information Technology Center (ITC) maintains and administers the web server hardware and related infrastructure. FCC Bureaus and Offices authorize, post and maintain web site content within the framework of FCC web standards and policies developed through the FCC Internet Working Group, chaired by the Office of Media Relations (OMR). OMR serves as the lead office for administration and maintenance of content on the public web site.

Description of content on www.fcc.gov:

The types information the FCC disseminates through www.fcc.gov includes: Notices, Rulemakings, Reports, Orders, Opinions, Budgets, Strategic Plans, Consumer Alerts, Organizational Charts, Contracts & Procurements, Statements, Speeches, Congressional Testimony, Audit Reports, EEO Policies, Fact Sheets, Audio/Video Recordings, Meeting Transcripts, Forms, Coverage and Contour Maps, Spectrum Charts, Advisory Committee Proceedings and automated interactive systems for Electronic Comment Filing, Registration and Applications, Fee Payment and Spectrum Auctions.

Most of the content (documents and information) published on the web site is covered by the records schedule of the component organization that originated the content.

1. Web Content Records

Content Information is published on the FCC web site in a variety of formats including HTML, PDF, DOC, XLS, XML and TXT. Content from the public web site is copied to tape incrementally on a daily basis and full copies are made on a weekly basis. Those tapes are created for potential site or file restoration in the event of a failure or other loss of content Content in internal document databases, staging servers and content management system databases that is used to supply identical content on the public web site is copied to tape incrementally on a daily basis and full copies are made on a weekly basis.

Disposition: Content is removed from the web site when it is superseded, obsolete or no longer needed for agency business. Tape backups of the public web site are deleted/destroyed after 90 days. Tape backups of the internal systems used to supply content on the public web site are deleted/destroyed after 5 years.

2. Web Administrative Records

A. Content Management Records provide the context and structure of the content through design layouts which present the types of images, graphics and colors used on the site; templates which determine the placement of content and other elements on a web page; standards which describe and specify the look, feel and usability of the site; and policies

which describe the processes and authorities through which information is added, changed and/or deleted from the site.

Disposition: Delete/destroy 3 years after superseded, obsolete, or no longer needed for agency business.

B. <u>Web Site Logs and Statistical Compilations</u> provide raw and statistical information about use of the web site by visitors (such as number of hits, page views, user sessions, referring URL's and browser type); content management system site posting logs (indicating when pages were posted, updated, or removed from the site, and by whom); and search result reports (listing search terms entered by web site visitors). The raw numbers for this information are recorded continuously while associated statistical compilations are created on a periodic basis.

Disposition: Delete/destroy 5 years after superseded, obsolete, or no longer needed for agency business.

C. <u>Server Configuration Files and Maintenance Records</u> provide a description and history of changes made on the various web and search servers related to the operation of the web site, and includes system log files which describe events performed on the servers including login attempts and error reports. The configuration files are created for potential site restoration in the event of a failure or other requirement to restore the site.

Disposition: Delete/destroy 3 years after implementation of changes.

D. <u>Software Records</u> describe the software products used in conjunction with the operation and maintenance of the web site. These records include licensing information, and describe versions and customizations of commercial off-the-shelf products.

Disposition: Delete/destroy 3 years after implementation of changes.