

DAA-GRS-2017-00xx

Communication and Information Sharing Records  
(GRS 6.4)

This file contains three documents. The Draft Schedule is the proposed text of the new GRS in publication format. The Draft Appraisal Memorandum provides additional background explanation and includes the appraiser's justification for the retention decisions proposed in the schedule. The Crosswalk provides additional help in schedule implementation.

This schedule has not yet been entered into the Electronic Records Archives, pending finalization through agency and stakeholder review.

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National Archives and Records Administration  
Office of the Chief Records Officer  
GRS Team  
May 30, 2017

# GENERAL RECORDS SCHEDULE 6.4: Communication and Information Sharing Records

**DRAFT 5/25/2017**

This schedule covers records about communication and information sharing between Federal agencies and the public, the press, and other stakeholders in direct support of citizen services, public policy, and national interest. It includes agency websites and social media records.

This GRS does not include many communication and information sharing records because they either typically are permanent or are not temporary in every case. See the Public Affairs Records Scheduling Guide for additional information on how agencies might schedule records this GRS does not include.

This schedule does not include the following types of web and social media records:

- Records maintained on web or social media sites designated by the agency as the recordkeeping copy
- Snapshots of websites taken during the change of Presidential administrations
- Websites containing unique information not found in other agency records
- Websites containing special collections of documents pulled together from different sources or records series
- “Back-end” databases or databases that are accessed through a website or web portal
- Internal collaboration networks, sites, or “wikis,” including such applications as SharePoint and Google Drive
- Internal or external blogs
- Comments received on agency websites that are collected and used in any manner

These records must be scheduled on an agency-specific records schedule. See the Web Records Scheduling Guide for additional information on how agencies might schedule web and social media records not included in this GRS. Additionally, this GRS does not supersede websites on agency-specific schedules approved prior to May 2017 that are scheduled as permanent records.

[Note: this draft schedule includes only new GRS 6.4 items, or previously approved items that are being revised with a “pen and ink” change. “Pen and ink” changes are indicated in red. When GRS 6.4 is re-issued it will include all items (new, previously approved with a “pen and ink” change, and previously approved with no changes.)]

Item	Records Description	Disposition Instruction	Disposition Authority
010	<b>Communication and information sharing routine operational records.</b> Records related to the routine, day-to-day administration of public <b>relations or communication</b> activities, including but not limited to: <ul style="list-style-type: none"><li>● logistics, planning, and correspondence records for routine conferences and events</li></ul>	<b>Temporary.</b> Destroy when 3 years old, or no longer needed, whichever is later.	DAA-GRS-2016-0005-0001

	<ul style="list-style-type: none"> <li>● correspondence and records on speakers and speaking engagements, including biographies</li> <li>● case files and databases of public comments (related to public affairs activities only)</li> </ul>		<p>[Previously approved, Pen-and-ink changes only]</p>
<p>020</p>	<p><b>Public correspondence not requiring formal action.</b>  Records related to correspondence and communication, including comments, to and from the public that require no formal response or action. Includes:</p> <ul style="list-style-type: none"> <li>● requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research</li> <li>● comments the agency receives but does not act upon or that do not require a response, such as: <ul style="list-style-type: none"> <li>○ write-in campaigns</li> <li>○ personal opinions on current events or personal experiences</li> <li>○ routine complaints or commendations</li> <li>○ anonymous communications</li> <li>○ suggestion box comments</li> </ul> </li> </ul> <p><b>Note 1:</b> The agency must schedule any correspondence or communications with the public not described in this GRS, which includes that of high-level officials.</p> <p><b>Note 2:</b> See item 080 for website and social media comments.</p> <p><b>Exclusion 1:</b> Correspondence relating to a specific case or action is not considered public correspondence and should be filed and maintained with the appropriate case or action file.</p> <p><b>Exclusion 2:</b> Public comments that the agency takes action on or uses to take action are not covered by this item.</p> <p><b>Supersedes:</b>  DAA-GRS-2013-0007-0001 (GRS 4.2, item 010)  DAA-GRS-2016-0005-0002 (old GRS 6.4, item 020) -- in part</p>	<p><b>Temporary.</b> Destroy when no longer needed.</p>	<p>DAA-GRS-20XX-00XX-0001</p> <p>[New item]</p>
<p>030</p>	<p><b>Public product development files.</b>  Records related to developing speeches, publications, educational materials, audiovisual materials</p>	<p><b>Temporary.</b> Destroy when no longer needed for</p>	<p>DAA-GRS-2016-0005-</p>

<p>including posters, public conferences and other public outreach materials, including but not limited to:</p> <ul style="list-style-type: none"> <li>● news clippings</li> <li>● marketing research</li> <li>● copies of records used for reference in preparing products</li> <li>● research notes</li> <li>● printers galleys</li> <li>● drafts and working copies (see Exclusion 3)</li> <li>● preparatory or preliminary artwork or graphics</li> <li>● bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4)</li> <li>● clearances related to release of products (see Exclusion 5 and 6)</li> </ul> <p><b>Note:</b> Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during Intermediate stages of publication that may be found in older project files are temporary under this item.</p> <p><b>Exclusion 1:</b> Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. The agency must schedule these records on an agency-specific schedule.</p> <p><b>Exclusion 2:</b> This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule.</p> <p><b>Exclusion 3:</b> This item does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations.</p> <p><b>Exclusion 4:</b> This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.</p> <p><b>Exclusion 5:</b> Records relating to obtaining approval or clearance for releasing information from</p>	<p>business use.</p>	<p>0003</p> <p>[Previously approved, Pen-and-ink change only]</p>
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	<p>other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule.</p> <p><b>Exclusion 6:</b> This item does not cover clearances for release of information related to declassification review.</p>			
<b>Web and Social Media Records</b>				
060	<p><b>External and internal agency websites (internet and intranet records).</b>                  Agency external websites on the internet disseminate information about the agency and its activities to the public. Internal websites, or intranets, provide information that may be useful to employees in learning about agency activities, policies, and services, and in understanding the workplace and employee benefits. Records include web pages that contain information duplicated in other records scheduled by the agency.</p> <p><b>Exclusion:</b> See the introductory information for the types of web records that are not covered by the GRS and must be scheduled by agencies.</p>		<p><b>Temporary.</b> Destroy content when superseded, obsolete or no longer needed; but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-20XX-XXXX-0002</p> <p>[New Item]</p>
070	<p><b>Social media records.</b></p>	<p><b>Content and content logs.</b>                  Content posted by authorized Department representatives on official agency social media accounts that are controlled by third-party vendors, such as social networking (Facebook, LinkedIn, Google+, etc.), video sharing (YouTube, Vimeo, etc.) , microblogging (Twitter, Tumblr, etc.), and photo sharing (Instagram, Flickr). Postings may include pointers to the agency’s website, general announcements and notices about events, highlights of agency activities, and copies of agency photographs or audio/visual materials.</p> <p>Also covered are logs or registers that describe materials posted to social media sites or drafts of postings prepared for review or clearance and agency profile information.</p> <p><b>Note 1:</b> Content that is of short-term value may not need to be captured and may be maintained on the social media platform</p>	<p><b>Temporary.</b> Destroy when superseded, obsolete or no longer needed.</p>	<p>DAA-GRS-20XX-XXXX-0003</p> <p>[New Item]</p>

		<p>itself.</p> <p><b>Note 2:</b> Non-recordkeeping copies of electronic records may be covered by GRS 5.1, item 020. This item covers documents, PDFs, spreadsheets, digital images or posters, digital audio and video files, and digital maps or architectural drawings that are maintained on websites, including social media sites, provided they are not the recordkeeping copy. For example, if your agency posts a selection of digital images on a Flickr site, those digital images could be disposed of using this GRS disposition authority.</p> <p><b>Exclusion 1:</b> Unique content not found in other agency records.</p> <p><b>Exclusion 2:</b> This item does not include blog postings or internal or external collaborative sites. These records must be scheduled by the agency.</p> <p><b>Supersedes:</b> DAA-GRS-2016-0005-0002 (GRS 6.4, item 020) - in part</p>		
071		<p><b>Program records.</b> Records relating to the application, implementation, and certification of social media platforms. Records may include vendor agreements and social media use policies.</p>	<p><b>Temporary.</b> Destroy 2 years after superseded, obsolete or no longer needed; but longer retention is authorized if required for business use</p>	<p>DAA-GRS-20XX-XXXX-0004</p> <p>[New Item]</p>
080		<p><b>Website and social media comments.</b> Comments received on agency websites or social media platforms that the agency does not respond to, use, or otherwise act upon.</p> <p><b>Exclusion:</b> Comments received on agency websites or social media sites that are captured by the agency and used in any manner are not covered by the GRS and must be scheduled by the agency.</p>	<p><b>Temporary.</b> Destroy when no longer needed.</p>	<p>DAA-GRS-20XX-000X-0005</p> <p>[New Item]</p>

	<p><b>Note:</b> These records may be maintained and managed in place on social media platforms as they are a short-term temporary record.</p> <p><b>Supersedes:</b> DAA-GRS-2016-0005-0002 (GRS 6.4, item 020) - in part</p>		
090	<p><b>Web management records.</b> Records related to the design and management of agency web sites, including but not limited to:</p> <ul style="list-style-type: none"> <li>● website planning and design records, templates, frames, style sheets, site maps, website architecture, user feedback, and other records related to the design and development of the agency’s website</li> <li>● web server configuration and maintenance records, including histories of changes made to the system</li> <li>● software product information, product licenses and manuals</li> <li>● policies and procedures established to ensure oversight of web content</li> <li>● traffic logs, search result reports, broken link reports, and other reports and statistics collected on website use and website performance</li> <li>● requests for updates, corrections and revisions and follow-up</li> <li>● web post logs and clearances</li> <li>● internal systems used to track updates, corrections, revisions, ongoing maintenance and minor enhancements</li> </ul> <p><b>Note 1:</b> System backups are covered by GRS 3.2, item 040 and 041.</p> <p><b>Note 2:</b> Agencies may keep logs documenting when public notices are posted and how long they were posted because some notices must be available for a specific amount of time. Agencies should determine how long they may need to keep these logs for business needs.</p> <p><b>Note 3:</b> This item may overlap with GRS 3.1, items 010, 011, 020, 030, 040, and 051. This item only covers records related to managing technology related to agency websites. An agency may choose to apply the items in GRS 3.1 to agency website management records if it better suits how the agency manages such records.</p>	<p><b>Temporary.</b> Destroy when superseded, obsolete or no longer needed for business purposes.</p>	<p>DAA-GRS-20XX-XXXX-0006</p> <p>[New Item]</p>

	<p><b>Supersedes:</b> DAA-GRS-2013-0005-0004 (GRS 3.1, item 020) - in part DAA-GRS-2013-0005-0010 (GRS 3.1, item 040) - in part</p>		
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DRAFT



**Date:** May 25, 2017  
**Appraiser:** Andrea M. Riley, ACNR  
**Agency:** General Records Schedules (GRS)  
**Subject:** DAA-GRS-20XX-000X

**DRAFT**

## INTRODUCTION

### Schedule Overview

GRS 6.4 Communication and Information Sharing Records

### Additional Background Information

GRS 6.4 Public Affairs Records is being significantly revised to move it away from the notion of “public affairs” as a function to the true purpose of “public affairs:” communication and information sharing, especially with the public, but also with the media, other agencies, and stakeholders. Some original items from GRS 6.4 will require only pen-and-ink changes and will not be rescheduled. One original item (GRS 6.4, item 020) is being revised to acknowledge its nature as a transitory record and to bring the disposition instruction more in line with GRS 5.2, item 010, Transitory Records.

This schedule also adds significant new items covering agency websites and social media records. We have also created a new item that pulls together web management records from GRS 3.1 into a single item for ease of use.

### Overall Recommendation

I recommend approval of this schedule.

## APPRAISAL

### **Item 0001 (GRS 6.4, item 020): Public correspondence not requiring formal action.**

Changes to the item include removing the word “communications.” We deemed usage of correspondence and communications to be redundant. Information requests were also added, having been moved from GRS 4.2 to consolidate similar record types. References to public comments on websites and agency postings were removed as they are now covered by other items on this schedule.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

### **Appraisal Justification:**

\*Previously approved as temporary:

DAA-GRS-2013-0007-0001 (GRS 4.2, item 010) – *90 days*

DAA-GRS-2016-0005-0002 (old GRS 6.4, item 020) – *90 days*

\*Has little or no research value. This is correspondence upon which no or minimal action is taken. The records do not provide evidence of significant policy formulation or business processes; or Federal deliberations, decisions, and actions relating to major issues; or significant effects of Federal programs and actions on individuals, communities, and the environment.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The retention of these records was changed to essentially match that of transitory records. These records meet the definition of transitory records and GRS 5.2, item 010, could be applied to them. We felt it more useful for agencies, however, to have a more specifically defined item with the same retention as transitory records.

**Media Neutrality:** Requested and approved.

**Item 0002 (GRS 6.4, item 060): External and internal agency websites (internet and intranet records).**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary: see Table 1 for list of related agency disposition authorities.

\*Records are duplicative. Generally speaking, information contained on agency websites is duplicative of information found in other records maintained in the agency, however, because they are posted on a website, the purpose of the web copy is different from the original and both are considered records. As NARA has previously noted, many records presented on agency websites are already scheduled and captured in agency systems that are properly scheduled in accordance with the Federal Records Act.<sup>1</sup> For this reason, many agency websites have already been appraised as temporary (see Table 1). Very few websites have been appraised as permanent and these websites meet the exclusions identified in the background information of this schedule. While there is an argument for scheduling agency websites as permanent to obtain record series that aren't being transferred as scheduled where copies of the records reside on agency websites, this is poor justification for making the entire agency website permanent. Ultimately, it is the agency's responsibility to transfer permanent records, and the website is not the best source for these records. Not all content on the website is a copy of a permanent record. If NARA was to collect permanent records from agency websites it requires 1) NARA to do the collecting ourselves and 2) monitoring the website to determine when records should be collected, especially as records are often not eligible for transfer until they are superseded or obsolete.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. Retention is based on examples from agency schedules. Information on websites can be ephemeral and may be updated frequently, so agencies need flexibility to be able to overwrite superseded or obsolete information.

**Media Neutrality:** Requested and approved.

**Item 0003 (GRS 6.4, item 070): Social media – content and content logs.**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary: DAA-GRS-2016-0005-0002 (GRS 6.4, item 020) - in part. Agency postings as described by this item were previously included under this authority. Also see Table 2 for a list of related agency disposition authorities.

\*Has little or no research value. Records are duplicative of information maintained elsewhere in the agency or consist of pointers and general announcements.

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<sup>1</sup> <https://www.archives.gov/records-mgmt/memos/ac19-2017>.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The retention is based on examples from agency schedules and allows for maximum flexibility to meet agency needs. Note that agencies do not necessarily have to capture and manage social media content on vendor sites if the records have short-term value.

**Media Neutrality:** Requested and approved.

**Item 0004 (GRS 6.4, item 071): Social media – program records.**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary: Agency authorities found during appraisal that would be superseded by this item include DAA-0361-2013-0006-0001 (Web 2.0 Social Media Program Records), DAA-0509-2014-0005-0001 (Social Media (WEB 2.0) Applications), and DAA-0567-2016-0002-0009 (Social Media Operational Use Template (SMOUT)).

\*Has little or no research value. These records are administrative in nature.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The retention is based on how records have already been scheduled in agencies. A minimum two-year retention appeared appropriate for reference needs. Longer retention is authorized if needed.

**Media Neutrality:** Requested and approved.

**Item 0005 (GRS 6.4, item 080): Website and social media comments.**

These records are very similar in nature to item 0001 of this schedule and were previously included in the old GRS 6.4, item 020, description. The bullet points covering these records, however, created considerable confusion, so we are now scheduling them separately in part to better clarify that agencies are not required to capture and manage these comments.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary:

DAA-GRS-2016-0005-0002 (GRS 6.4, item 020) - in part – *90 days*

\*Has little or no research value. These are comments submitted by the public on social media sites upon which no action is taken. In many cases, the comments are likely not even captured by the agency. The records do not provide evidence of significant policy formulation or business processes; or Federal deliberations, decisions, and actions relating to major issues; or significant effects of Federal programs and actions on individuals, communities, and the environment.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The retention of these records essentially matches that of transitory records. These records meet the definition of transitory records and GRS 5.2, item 010, could be applied to them. We felt it more useful for agencies, however, to have a more specifically defined item with the same retention as transitory records.

**Media Neutrality:** Requested and approved.

**Item 0006 (GRS 6.4, item 090): Web management records.**

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary: see Table 3 for a list of related agency disposition authorities. Records were also previously scheduled as temporary in the GRS—

DAA-GRS-2013-0005-0004 (GRS 3.1, item 020) - in part – *3 years*

DAA-GRS-2013-0005-0010 (GRS 3.1, item 040) - in part – *5 years*

\*Has little or no research value. These records are administrative in nature.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The retention of these records found in agency schedules ranged from superseded, obsolete, or no longer needed to 7 years. Since retention appears to be dependent largely on the needs of the agency and in some cases may be very short, we wanted to provide maximum flexibility for agencies to determine the retention that meets their needs for these records, so it is set at when superseded, obsolete, or no longer needed, with the understanding that “no longer needed” can mean longer periods of time such as 7 years.

**Media Neutrality:** Requested and approved.

ANDREA M. RILEY  
Appraiser

Table 1  
 Authorities Used in Developing GRS 6.4, item 060

Items highlighted in blue are not superseded by GRS 6.4, item 060.

<b>Disposition Authority</b>	<b>Agency</b>	<b>Item tile</b>	<b>Disposition</b>	<b>Comments</b>
DAA-0051-2012-0001-0001	Office of Management and Budget	Routine Public Website Content	T	
DAA-0058-2016-0017-0001	Internal Revenue Service	Web Content, Web Data, Web Management and Operations Records.	T	
DAA-0468-2016-0001-0002	Department of Health and Human Services	Web Content	T	
DAA-0468-2016-0001-0003	Department of Health and Human Services	Web Content of the official DCDWS Intranet	T	
DAA-0468-2016-0001-0004	Department of Health and Human Services	Intranet content	T	
DAA-0571-2015-0001-0001	Pipeline and Hazardous Materials Safety Administration	PHMSA Public Website	T	
DAA-0571-2015-0001-0003	Pipeline and Hazardous Materials Safety Administration	Intranet	T	
N1-0173-09-001 / 1	FCC	Web Content Records	T	
N1-0275-09-009 / 1	Export Import Bank of US	Content on EXIM.GOV	T	
N1-0440-09-013 / 1	DHHS - CMMS	Published Web Content	T	
N1-0440-09-013 / 2	DHHS - CMMS	Published Intranet Content	T	

N1-0440-09-013 / 3	DHHS - CMMS	Web Content Snapshot	T	NOT COVERED BY PROPOSED GRS. Records are a snapshot of the website, which are explicitly excluded from the GRS.
N1-047-10-002 / 1	Social Security Administration	External Web Content Records	T	
N1-047-10-002 / 2	Social Security Administration	Internal Web Content Records	T	
N1-048-01-003 / 7E1	Department of the Interior	Y2K Web Site Records - Records on the Site (Web Site Content).	T	
N1-051-11-001 / 1	Office of Management and Budget	Substantive Public website content (www.CIO.gov)	P	NOT COVERED BY PROPOSED GRS. The GRS excludes websites scheduled as permanent prior to May 2017.
N1-051-11-001 / 2	Office of Management and Budget	Substantive Public Website Databases or other Electronic Systems	P	NOT COVERED BY PROPOSED GRS. The GRS excludes websites scheduled as permanent prior to May 2017.
N1-056-04-003 / 7A	Internal Revenue Service	Public Web Site - Web Site Content Records	T	
N1-059-09-004 / 1A	Department of State	State Department Public Website (www.state.gov) - Web content consists of State web pages that contain duplicate information maintained in other department recordkeeping systems.	T	

N1-059-09-004 / 1C	Department of State	Archive File [snapshot]	P	NOT COVERED BY PROPOSED GRS. Records are a snapshot of the website, which are explicitly excluded from the GRS.
N1-060-09-007 / 1	Department of Justice	ENRDnet content records	T	NOT COVERED BY THE PROPOSED GRS. This item appears to be for a web application (database accessed via the web), which is not covered by the GRS.
N1-060-09-046 / 1A	Department of Justice	Intranet (TAXnet) - Web Content - Pages containing copies of agency Issuances	T	
N1-060-09-046 / 1A	Department of Justice	Intranet (TAXnet) - Web Content - All other pages	T	
N1-060-09-062 / 1A	Department of Justice	[USTNET] Web content - Pages containing copies of USTP issuances	T	
N1-060-09-062 / 1B	Department of Justice	[USTNET] Web content - All other pages	T	
N1-088-09-010 / 1.1	Food & Drug Administration	Web records - Web Content Management System (WCMS)	T	
N1-095-10-001 / 1A	USDA - Forest Service	USDA/Forest Service Public Website (www.fs.fed.us) - web content	T	
N1-095-10-001 / 2A	USDA - Forest Service	USDA/Forest Service Internal Website (http://fsweb/) - web content	T	
N1-104-09-005 / 4A	US Mint	Web Content Records - Internet Website	T	

N1-104-09-005 / 4B	US Mint	Web Content Records - Intranet Website	T	
N1-148-15-002 / 13	U.S. Commission on International Religious Freedom	USCIRF Website	P	NOT COVERED BY PROPOSED GRS. The GRS excludes websites scheduled as permanent prior to May 2017.
N1-220-00-005 / 8A	Department of the Treasury - Interagency Commission on Crime and Security in US Seaports	Internet Website Records - Website Electronic Forms	T	NOT COVERED BY THE PROPOSED GRS. This item appears to be for a web application (database accessed via the web), which is not covered by the GRS.
N1-220-00-005 / 8B	Department of the Treasury - Interagency Commission on Crime and Security in US Seaports	Internet Website Records - Website Information Distribution Pages	T	
N1-220-02-008 / 7A	US Commission for the Preservation of America's Heritage Abroad	Web Page Records - Web site snapshot	P	NOT COVERED BY PROPOSED GRS. Records are a snapshot of the website, which are explicitly excluded from the GRS.
N1-220-02-008 / 7B	US Commission for the Preservation of America's Heritage Abroad	Web Page Records - Web site	T	
N1-220-04-003 / 7	White House Commission on Remembrance	Web Page Records	T	
N1-220-11-003 / 23	Special Inspector General for Afghanistan Reconstruction	Published Web Content	T	
N1-220-11-003 / 24	Special Inspector General for Afghanistan Reconstruction	Published Intranet Content	T	
N1-220-13-001 / 11A	Jamestown 400th Commemoration Commission	Website - Electronic version of website material	P	NOT COVERED BY PROPOSED GRS. The GRS excludes websites scheduled as permanent prior to May 2017.



N1-280-07-005 / 1100A	Federal Mediation and Reconciliation Service	FMCS public website (www.fmcs.gov) - web content "snapshot"	T	
N1-280-07-005 / 1100B	Federal Mediation and Reconciliation Service	FMCS public website (www.fmcs.gov) - web content	T	
N1-280-07-005 / 1200A	Federal Mediation and Reconciliation Service	Official FMCS Intranet website - web content "snapshot"	T	
N1-280-07-005 / 1200B	Federal Mediation and Reconciliation Service	Official FMCS Intranet website - web content	T	
N1-358-09-009 / 4	Federal Maritime Commission	FMC Intranet Website - Content Records	T	
N1-408-05-001 / 1240	Department of Transportation - Federal Transit Administration	Photo gallery of transit projects mounted on the website	P	NOT COVERED BY THE PROPOSED GRS. These records appear to be a unique collection, so they would not be covered by this GRS.
N1-439-09-005 / 1	DHHS - Administration on Aging	Public Website Content (www.aoa.gov)	T	
N1-439-09-005 / 5A	DHHS - Administration on Aging	Web sites created for conferences or special events - White House Conference on Aging Website (http://www.whcoa.gov/).	T	
N1-439-09-005 / 7	DHHS - Administration on Aging	Intranet Website (http://aoaintranet/)	T	
N1-439-09-005 / 8	DHHS - Administration on Aging	Web content snapshot	T	
N1-455-11-003 / 1	Occupational Safety and Health Review Commission	Published Internet Website Content	T	

N1-463-10-003 / 1A	USDA-APHIS	Web Content	T	
N1-545-09-001 / 1	USDA-GIPSA	Main public web site @ www.gipsa.usda.gov	T	
N1-545-09-001 / 2	USDA-GIPSA	GIPSA Intranet web site	T	
N1-564-09-003 / 2A	Department of the Treasury - Alcohol and Tobacco Tax and Trade Bureau	TTB Internet Website - Web Content Files	T	
N1-576-09-005 / PPR 7	ODNI	DDNI/PPR Web Pages	T	Almost all ODNI schedules have an item like this.
N1-576-10-003 / CFO 7	ODNI	CFO Web Pages	T	Almost all ODNI schedules have an item like this.
N1-AU-10-068 / 1	Department of the Army	Army Center for Substance Abuse Program Web Site Records (Url ascap army rml)	T	NOT COVERED BY PROPOSED GRS. This website is excluded as it likely includes unique information not found in other agency records.
N1-AU-10-085 / 1	Department of the Army	My Army One Source [Website] - Web Content	T	NOT COVERED BY PROPOSED GRS. This website is excluded as it likely includes unique information not found in other agency records.
N1-NU-09-007 / 1	Navy-NCIS	NCIS Internal/External Web Sites - Pages containing copies of agency issuances, policy documents, guidance and tasking documents, reports, information sources, law enforcement information and notices, and informational bulletins and clippings for other sources.	T	

N1-NU-09-007 / 2	Navy-NCIS	NCIS Internal/External Web Sites - All other web content.	T	
N1-NU-09-007 / 3	Navy-NCIS	NCIS Internal/External Web Sites - Monthly snapshot of web content.	T	
Na-564-09-007 / 2A	Department of the Treasury - Alcohol and Tobacco Tax and Trade Bureau	TTB Intranet Website - Web Content Files	T	

Table 2  
 Authorities Used in Developing GRS 6.4, item 070

Items highlighted in blue are not superseded by GRS 6.4, item 070.

Disposition Authority	Agency	Item title	Disposition	Comments
DAA-0051-2012-0001-0002	Office of Management and Budget	Social Media Public Relations and Information Dissemination Content	T	
DAA-0060-2013-0002-0001	Department of Justice	Social Networking Sites/Platforms hosted on public servers (not DOJ) - Unique Content	T	
DAA-0060-2013-0002-0002	Department of Justice	Social Networking Sites/Platforms hosted on public servers (not DOJ) - Posting Log	T	
DAA-0173-2015-0001-0001	FCC	Social Media	T	
DAA-0297-2014-0009-0007	Library of Congress	Social Media Records	T	
DAA-0515-2013-0001-0002	National Park Service / Records of the Historic American Buildings Survey (HABS)/Historic American Engineering Record (HAER) Division	Audiovisual/Publications	P	NOT COVERED BY PROPOSED GRS. This item includes various different records, including social media. What constitutes social media records is not defined. This item is not superseded by the GRS because it includes records that are not covered by the GRS.
DAA-0517 -2013-0002-0008	Broadcasting Board of Governors	Social Networking Site Records	T	NOT COVERED BY PROPOSED GRS. The item includes blogs and wikis, which are explicitly excluded in the GRS.

DAA-0563-2013-0003-0001	Department of Homeland Security	General Status Updates and Tips	T	
DAA-0563-2013-0003-0002	Department of Homeland Security	Executive Level Speeches or Testimony	T	
DAA-0563-2013-0003-0003	Department of Homeland Security	Executive Level Accomplishments	T	
DAA-0563-2013-0003-0004	Department of Homeland Security	Campaigns, Public Services Announcements, Community Challenges, and Contests - Original content posted by an authorized Department representative	P	NOT COVERED BY PROPOSED GRS. These records are excluded because they contain "original content" that is not copies of information maintained elsewhere in the agency.
DAA-0563-2013-0003-0005	Department of Homeland Security	Campaigns, Public Services Announcements, Community Challenges, and Contests - Copies of content posted by authorized Department representative	T	
DAA-0563-2013-0003-0008	Department of Homeland Security	Public Profile Information	T	
N1-059-09-004 / 1B	Department of State	DipNote Blog Page.	P	NOT COVERED BY PROPOSED GRS. Blogs are explicitly excluded from the GRS.
N1-060-10-002	Department of Justice	Hosted on public servers (not DOJ) - Social Networking Sites - Twitter		
N1-060-10-002 / 1	Department of Justice	Hosted on DOJ - ServersWeb Logs (Blogs)	P	NOT COVERED BY PROPOSED GRS. Blogs are explicitly excluded from the GRS.

N1-060-10-002 / 2A	Department of Justice	Hosted on public servers (not DOJ) - Social Networking Sites - Facebook Page (or Similar) The profile and original content	T	
N1-060-10-002 / 2B	Department of Justice	Hosted on public servers (not DOJ) - Social Networking Sites - Facebook Page (or Similar) Log of posted content	T	
N1-060-10-002 / 2D	Department of Justice	Hosted on public servers (not DOJ) - Social Networking Sites - YouTube Videos		
N1-439-09-005 / 6	DHHS - Administration on Aging	Social Media Website Content	T	

Table 3  
 Authorities Used in Developing GRS 6.4, item 090

Disposition Authority	Agency	Item tile	Disposition
DAA-0051-2012-0001-0003	Office of Management and Budget	Content Management Records	T
DAA-0051-2012-0001-0004	Office of Management and Budget	Administrative Policies and Procedures	T
DAA-0468-2016-0001-0001	Department of Health and Human Services	Web Operations Records	T
DAA-0468-2016-0001-0005	Department of Health and Human Services	Official WCMS Intranet website management and support records	T
DAA-0571-2015-0001-0002	Pipeline and Hazardous Materials Safety Administration	External Content Management System	T
DAA-0571-2015-0001-0004	Pipeline and Hazardous Materials Safety Administration	Website Logs and Statistical Compilations	T
N1-0173-09-001 / 2A	FCC	Content Management Records	T
N1-0173-09-001 / 2B	FCC	Web Site Logs and Statistical Compilations	T
N1-0173-09-001 / 2C	FCC	Server Configuration Files and Maintenance Records	T
N1-0173-09-001 / 2D	FCC	Software Records	T
N1-0275-09-009 / 2A	Export Import Bank of US	Server configuration files	T
N1-0275-09-009 / 2B	Export Import Bank of US	Software Files	T
N1-0275-09-009 / 2C	Export Import Bank of US	Traffic Logs	T
N1-0275-09-009 / 2D	Export Import Bank of US	Server Maintenance files	T
N1-0440-09-013 / 5	DHHS - CMMS	Website design records	T
N1-048-01-003 / 7E2	Department of the Interior	Y2K Web Site Records - Y2K Web Site Program Management Records.	T
N1-056-04-003 / 7B	Internal Revenue Service	Public Web Site - Web Site Management Files	T

N1-059-09-004 / 2	Department of State	Website Management and Operations Records	T
N1-060-09-007 / 2A	Department of Justice	ERDnet Web Management Records - Content Management Records	T
N1-060-09-007 / 2B	Department of Justice	ERDnet Web Management Records - Reports of Site Traffic	T
N1-060-09-007 / 2C	Department of Justice	ERDnet Web Management Records - Search Result Reports	T
N1-060-09-007 / 2D	Department of Justice	ERDnet Web Management Records - Traffic Logs	T
N1-060-09-007 / 2E	Department of Justice	ERDnet Web Management Records - Server Configuration Files	T
N1-060-09-007 / 2F	Department of Justice	ERDnet Web Management Records - Software records	T
N1-060-09-046 / 2	Department of Justice	Web management and operations records	T
N1-060-09-062 / 2	Department of Justice	[USTNET] Web management and operations records	T
N1-088-09-010 / 1.2	Food & Drug Administration	Web records - Web Management and Procedures Files	T
N1-088-09-010 / 1.3	Food & Drug Administration	Web records - Web Site Maintenance and Administrative Records	T
N1-088-09-010 / 1.4	Food & Drug Administration	Web records - Software records	T
N1-095-10-001 / 1B	USDA - Forest Service	USDA/Forest Service Public Website (www.fs.fed.us) - Design, management, and technical operation records, including log files.	T
N1-095-10-001 / 2A	USDA - Forest Service	USDA/Forest Service Internal Website (http://fsweb/) - Design, management, and technical operation records, including log files	T
N1-104-09-005 / 1	US Mint	Web Operation Records	T
N1-104-09-005 / 1A	US Mint	Manuals	T
N1-104-09-005 / 2	US Mint	Web Content Publishing Records	T



N1-104-09-005 / 3A	US Mint	Web Program and Development Records - Internet Website	T
N1-104-09-005 / 3B	US Mint	Web Program and Development Records - Intranet Website	T
N1-148-15-002 / 14	U.S. Commission on International Religious Freedom	Website design, management, and technical operation records	T
N1-220-13-001 / 11B	Jamestown 400th Commemoration Commission	Website - Website design, management and operation records	T
N1-280-07-005 / 1101	Federal Mediation and Reconciliation Service	FMCS website management and support records.	T
N1-280-07-005 / 1201	Federal Mediation and Reconciliation Service	Official FMCS Intranet website management and support records.	T
N1-439-09-005 / 10	DHHS - Administration on Aging	Web policies and procedures	T
N1-439-09-005 / 11	DHHS - Administration on Aging	Software records	T
N1-439-09-005 / 9	DHHS - Administration on Aging	Content Management Records	T
N1-455-11-003 / 2	Occupational Safety and Health Review Commission	Website Design Records	T
N1-463-10-003 / 1C	USDA-APHIS	Design, management, and technical operation records, including log files	T
N1-AU-10-068 / 2	Department of the Army	Web Site Management Files	T
N1-AU-10-085 / 2	Department of the Army	Web Site Management Files	T
N1-NU-09-007 / 10	Navy-NCIS	Web Management and Operations Records - Server Configuration, Change Management, and Server Policy Files.	T

N1-NU-09-007 / 11	Navy-NCIS	Web Management and Operations Records - Software records	T
N1-NU-09-007 / 12	Navy-NCIS	Web Management and Operations Records - Server Maintenance and System Log Records.	T
N1-NU-09-007 / 13	Navy-NCIS	Web Management and Operations Records - Templates	T
N1-NU-09-007 / 4	Navy-NCIS	Web Management and Operations Records - Output Records.	T
N1-NU-09-007 / 5	Navy-NCIS	Web Management and Operations Records - System documentation	T
N1-NU-09-007 / 6	Navy-NCIS	Web Management and Operations Records - Site Traffic Reports	T
N1-NU-09-007 / 7	Navy-NCIS	Web Management and Operations Records - Broken link reports	T
N1-NU-09-007 / 8	Navy-NCIS	Web Management and Operations Records - Search Result Reports	T
N1-NU-09-007 / 9	Navy-NCIS	Web Management and Operations Records - Traffic Logs	T