



REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-016-09-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road (NWML) College Park, MD 20740-6001		DATE RECEIVED	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Secretary			
3 MINOR SUBDIVISION Office of the Chief Information Officer			
4 NAME OF PERSON WITH WHOM TO CONFER Colleen Snyder	5 TELEPHONE (202) 720-8020	DATE 14 Dec 10	ARCHIVIST OF THE UNITED STATES 
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 page(s) are not now needed 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 9/30/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Departmental Records Officer
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Program: All Programs Applicability: Agency-wide Function: Provide public and agency web access NARA Disposition Authority: 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. Description: The USDA external and internal websites are resources providing information about USDA services to the public or internal employees, contractors, other USDA components, and supporting the mission of agency programs. The websites also are used to distribute software programs, models, and textual, video, sound, or image files. The www.usda.gov website is maintained by the Web	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

	<p>Staff of the Chief Information Office (CIO), who is responsible for the technology requirements associated with the websites maintained on USDA corporate servers. This schedule covers records such as content on the sites, site management documentation, and backend systems that are not covered by other schedules. It applies to the internet, intranet, extranet, and portals.</p> <p>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>a. Web Content consists of USDA web pages that contain duplicate information maintained in other USDA recordkeeping systems.</p> <p>Disposition: TEMPORARY. Delete these pages as they are superseded and are no longer needed for reference.</p> <p>b. Design, management, and technical operation records, including log files.</p> <p>Disposition: TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/Delete 1 year after cutoff.</p>		
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