

1. **USDA/Forest Service Public Website ([www fs.fed.us](http://www.fs.fed.us))**

Description: The fs fed us website is intended to provide the American public with information about the USDA/Forest Service. The site includes links covering recent news items, projects and policies, photographs, regulations, recreational activities, passes and permits, employment opportunities, et cetera.

Primary customers are the general public, including researchers, interested in the work of the USDA/Forest Service. Internal customers include agency scientists, researchers, administrative personnel, line officers, and other USDA components that depend on the website for information about the Forest Service, including (but not limited to) environmental projects being conducted at various national forests.

- a. **Web content** consists of USDA/Forest Service web pages that contain duplicate information maintained in other USDA/FS recordkeeping systems.

Disposition: Temporary. Delete these pages as they are superseded and no longer needed for reference.

- b. **Design, management, and technical operation records, including log files.**

Disposition: Temporary. Cut off at the end of the calendar year or when superseded or obsolete. Destroy one year after cut off.

2. **USDA/Forest Service Internal Website (<http://fsweb/>)**

Description: The [http //fsweb/](http://fsweb/) website is intended to provide Forest Service employees (and others granted access by the Forest Service) with information about the agency. The site includes links covering recent news items, projects and policies, photographs, regulations, recreational activities, passes and permits, employment opportunities, et cetera.

- a. **Web content** consists of Forest Service Internal web pages that contain duplicate information maintained in other USDA/Forest Service recordkeeping systems.

Disposition: Temporary. Delete these pages as they are superseded and are no longer needed for reference.

- b. **Design, management, and technical operation records, including log files.**

Disposition: TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy one year after cutoff.