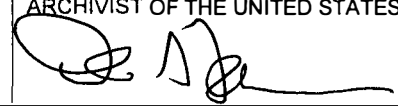


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-136-10-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/5/09</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO AGENCY In accordance with 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Agricultural Marketing Service (AMS)			
2 MINOR SUBDIVISION			
3 NAME OF PERSON WITH WHOM TO CONFER Janice Boteler, Janice.Boteler@ams.usda.gov	5 TELEPHONE NUMBER (202) 720-0566	DATE <i>10/1/09</i>	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 <u> 1 </u> page(s) are not needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 10/01/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janice Boteler</i>	TITLE AMS Records Management Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<p>Item 1.</p>	<p>Name: AMS Web Sites</p> <p>Program: All AMS Programs/Offices</p> <p>Applicability: Agency-wide</p> <p>Function: Provide public and agency web access</p> <p>NARA Disposition Authority:</p> <p>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</p> <p>Description: The AMS external and internal websites are resources providing information about AMS services to the public or internal employees, contractors, other AMS components, and supporting the mission of agency programs The website is also used to distribute software programs, models, and textual video, sound, or image files</p> <p>This schedule covers records such as content on the site, site management documentation, and backend systems that are not covered by other schedules It applies to the internet, intranet, extranet, and portals</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.

(1)

a. **Web Content** consists of AMS web pages that contain duplicate information maintained in other AMS recordkeeping systems.

Disposition **TEMPORARY** Delete these pages as they are superseded and are no longer needed for reference.

(2)

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/Delete 1 year after cutoff.