

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-145-09-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/20/09</i>	
1 FROM (Agency or establishment) United States Department of Agriculture (USDA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Farm Service Agency (FSA)			
3 MINOR SUBDIVISION Architecture Office (AO)			
4 NAME OF PERSON WITH WHOM TO CONFER <i>D. J. [Signature]</i>	5 TELEPHONE NUMBER <i>816-926-1479</i>	DATE <i>3/10/2009</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
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 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The Farm Service Agency (FSA) administers and manages farm commodity, credit, conservation, disaster and loan programs as laid out by Congress through a network of federal, state and county offices</p> <p>The Architecture Office (AO) is responsible for the designing, developing, and maintaining the FSA System Development Life Cycle Web Site. The site primarily contains public facing information that focuses on software development and provides processes, templates, and guidelines for a variety of disciplines. The SDLC Web site also addresses FSA's Enterprise Architecture, the Configuration and Change Management process, Project Management, and other related processes and activities. Additional process, as they are defined, may also be addressed on this Web site. The site also serves as a source for organizationally approved software and FSA developed assets. Access to certain content, like the FSA Assets, requires a secure login and is only available to approved FSA contractors and employees</p>		

"Live" Web Sites - Production Environment

Item 1. Web Site Content Records

Content files include written, graphical, templates, style sheets and code supporting functionality of the web site and resides on production servers

DISPOSITION **TEMPORARY.** Destroy/delete archived copies of the site after 6 years or after they are deemed obsolete or no longer necessary for the conduct of agency business, whichever is later

Item 2. Web Site Management Files

Documents created or received in the development, design, implementation, operations, and maintenance of the FSA website

DISPOSITION **TEMPORARY.** Destroy when 6 years old