


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER	NI-355-09-1
1 FROM (Agency or establishment) USDA		Date received	9/23/09
2 MAJOR SUBDIVISION National Agricultural Statistical Service(NASS)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER James Neal	5 TELEPHONE NUMBER 301-504-4567	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 28Sept2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Agency Record Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<p><b>Title:</b> Web Schedule, Record Groups 355</p> <p><b>Program:</b> All Programs</p> <p><b>Applicability:</b> Agency Wide</p> <p><b>Disposal Authority:</b></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 at the time of transfer.</p> <p><b>Description:</b></p> <p>The Web site is a resource providing information about the Agency or Department, providing services to the public or internal employees and contractors, and supporting the mission of Agency programs. The Web site is also used to distribute software programs, models, and textual, video, sound or image files.</p> <p>This schedule covers records such as software used to maintain the site (Site Publisher, Dream Weaver etc.), the content on the site, site management documentation, and backend systems that are not covered by other</p>			

Schedules It applies to the Internet, Intranet, Extranet, and portals

The www.nass.usda.gov website is maintained by the Office of the Chief Information Officer (OCIO), Web Development Branch, which is responsible for the technology requirements associated with the website

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. Site Management and Operations Files.**

Includes reports, statistics, procedures and approvals

Disposition TEMPORARY Cutoff inactive records at the end of the calendar year Destroy 3 years after cutoff

**2. Log Files.**

Includes unprocessed log files, application logs, and similar files that are automatically created and maintained by a server to examine traffic patterns by time of day, day of week, referrer, or user agent. These data can be combined into a single file, or separated into distinct logs, such as an access log, error log, or referrer log. The files are not accessible to general Internet users, only to the webmaster or other administrative person

Disposition TEMPORARY Destroy when 1 year old

**3. Web Content – Not Unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots when the record copy is captured elsewhere

Disposition TEMPORARY Destroy when superseded, obsolete, or no longer needed for agency business, whichever is later, but not longer than the retention of the record copy

**4. Web Content – Unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots, when the record copy is captured elsewhere

a Records covered by existing schedules

Disposition Varies Follow the disposition instructions for the applicable records schedule

**b Records not covered by existing schedules**

Contact the NASS Records Management Officer (RMO) to schedule the records

**Note** Web content records documenting NASS operations, decisions, and actions that are needed to protect the legal and financial rights of the government and the public must be captured in a recordkeeping system and retained in accordance with the applicable records schedules

Additional guidance on managing Web records is available at [www.archives.gov/records-mgmt/policy/managing-web-records.html](http://www.archives.gov/records-mgmt/policy/managing-web-records.html)

This schedule also covers podcasts, streaming media, and other popular forms of transmission