

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-462-09- 7	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 9/22/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Food and Nutrition Service Center for Nutrition Policy and Promotion			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Ricardo Romero <i>RAM</i>	5 TELEPHONE NUMBER (703) 305-2570	DATE 11 Jan 11	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/21/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Agency Records 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 GSS WEB – General Support System WEB		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Title: General Support System – WEB (GSS-WEB)</p> <p>Agency: U.S Department of Agriculture (USDA), Food and Nutrition Service (FNS) & Center for Nutrition Policy and Promotion (CNPP)</p> <p>Office: Agency-Wide</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 FNS external and internal websites are resources providing information about FNS services to the public or internal employees, contractors, other FNS 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.</p> <p>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 style="margin-left: 20px;">a. Web Content consists of FNS web pages that contain duplicate information maintained in other FNS recordkeeping systems.</p>		

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/Delete 1 year after cutoff