

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-545-10-2	DATE RECEIVED 10/5/09
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Animal and Plant Health Inspection Service			
3 MINOR SUBDIVISION Animal Care			
4 NAME OF PERSON WITH WHOM TO CONFER Cathy McDuffie	5 TELEPHONE 301 851-2626	DATE 11/3/2011	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached \_\_\_\_\_ page(s) are not needed for the business of 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 9/28/09	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE RECORDS OFFICER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN ( NARA USE ONLY)
	GIPSA WEB SITES  See attached sheet		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
Item 1.	<p><b>Name:</b> GIPSA Web Sites</p> <p><b>Program:</b> All Programs</p> <p><b>Applicability:</b> Agency-wide</p> <p><b>Function:</b> Provide public and agency web access</p> <p><b>NARA Disposition 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 in place at the time of transfer.</p> <p><b>Description:</b> The GIPSA external and internal websites are resources providing information about GIPSA services to the public or internal employees, contractors, other GIPSA 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.

- a. **Web Content** consists of GIPSA web pages that contain duplicate information maintained in other GIPSA 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/Delete 1 year after cutoff.