

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NF-572-10-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/1/09</i>	
1 FROM (Agency or establishment) United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave, SW Washington, DC 20250-0742		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Rural Housing Service			
3 MINOR SUBDIVISION Rural Development Web Site Records			
4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins Andrea.Jenkins@wdc.usda.gov	5 TELEPHONE NUMBER 202 692-0029	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 <u> 3 </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 checked="" type="checkbox"/> X has been requested			
DATE 09/25/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Andrea R Jenkins</i>		TITLE Rural Development Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Rural Development Record Group 572 Rural Development Web Site Records (see attached)	<i>11/15/12</i> <i>KF</i>	

Rural Development Record Group Number: 572

Title: Web Sites

Program: All Programs

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Applicability: Rural Development

Rural Development File Code: To be determined

NARA Disposal Authority:

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.

Description: The Rural Development Web site is a resource providing information about Rural Development, 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.

This schedule covers records such as software used to maintain the site, the 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.

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.

Disposition Instructions

Item a: System software and documentation

Includes software used for creating and maintaining the site

- **Temporary**
- Destroy when no longer needed to ensure access to and use of the records throughout the authorized retention period

Item b: Site management and operations

Includes reports, statistics, procedures and approvals

- **Temporary**
- Close inactive records at the end of year

- Destroy 1 year after closure

Item c: Log files

Includes unprocessed log files, application logs, and similar files

- **Temporary**
- Destroy when 3 months

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Item d: 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 databases, briefings, published articles as well as screen captures and site snapshots, when the record copy* is captured elsewhere

- **Temporary**
- Destroy when superseded, obsolete, or no longer needed to conduct Agency business, whichever is later, but not longer than the retention of the record copy

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Item e: 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 not captured elsewhere

*Record Copy-Official copy of an original record, or a copy which is not a convenience, duplicate, or working copy

- **Temporary or Permanent**
- Follow the disposition instructions for the applicable records schedule. If not covered by existing schedules, contact the Rural Development Records Officer to develop a new one by issuing a SF 115, "Request For Records Disposition"

Item f: Content Management System

Site Applications

- **Temporary**
- Retain 3 versions back to insure the ability to maintain system integrity

Guidance:

Web content records documenting Rural Development's operations, decisions, and actions that are needed to protect the legal historical and 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. If the Web content records are unique

and not covered by existing schedules, program offices must contact the Rural Development Records Officer to prepare a records schedule

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Organizations need to pay particular attention to Web content with potential regulatory, enforcement or other legal impact, as well as events of historical significance such as natural disasters. For example, if an organization is offering guidance to the regulated community, it needs to retain a complete record in its recordkeeping system of what that guidance was, how long it was posted and Uniform Resource Locators (URL's) referenced by hyperlinks

Changes to the Web content records, such as major additions or deletions that might effect decisions or actions by the public or regulated community are covered under item d or e Documentation on minor editorial or non-substantive changes (e g , correcting typographical errors) may not need to be kept, depending upon a risk analysis More information on assessing records management risks associated with Web sites can be found in NARA's guidance at [http //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