

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-872-01-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/26/01</i>	
1. FROM (Agency or establishment) DEFENSE CONTRACT AUDIT AGENCY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER BOB WOHLHUETER	5. TELEPHONE 703-767-1036		
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 2 ___ page(s) are not now 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 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 <i>7/23/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jody A. Treary</i>		TITLE ASSISTANT DIRECTOR, RESOURCES
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

**AUTOMATED DATA PROCESSING (ADP) MANAGEMENT AND SERVICES, WEB SITE,
FOR DEFENSE CONTRACT AUDIT AGENCY**

This establishes a file series and file codes for temporary records and documents in support of the Agency Web Site(s). Includes Intranet, Internet, and Extranet Web Sites maintained and managed by the Defense Contract Audit Agency.

cc: Agency, NR, nwmw

596 Web Site. Temporary records and documents in support of the Agency Web Site(s). Includes Intranet, Internet, Extranet or any similar electronic site maintained and managed by the Defense Contract Audit Agency.

Recordkeeping copy: Media Neutral

596.1 General. Documents relating to Web Site management and services which, due to their general nature, cannot logically be filed elsewhere in the 596 series.

1. TEMPORARY RECORD. Destroy/delete after 3 years.

596.2 Policies and Procedures. Documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on Web Sites, including interim policy and procedures statements issued prior to publication in official DCAA numbered policy publications.

2. temporary record. Destroy/delete after 10 years.

596.3 Web Site Usage Statistics. Information collected for management purposes to evaluate site usage and effectiveness of the Web Site. Includes information allowing identification of most/least requested documents, type of browser software used to access a Web Site, etc.

3. TEMPORARY RECORD. Destroy/delete after 3 months.

~~596.4 WEB Site Content. Snapshots and/or updates of information on the Web Site(s). Shows the original document, the modification date, and dates of changes over a 1-year time period.~~

WITHDRAWN

4. TEMPORARY RECORD. Destroy /delete after 1 year.

596.5 Recurring Reports and Information Requirements. Recurring reports and one-time information requirements relating to the management and use of Web Site(s).

5. TEMPORARY RECORD. Destroy/delete after 3 years.

596.6 Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this series. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

6. TEMPORARY RECORD. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

7. TEMPORARY RECORD. Destroy/delete when dissemination, revision, or updating is completed.