Request for Records Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
Defense Security Service

2 Major Subdivision

3 Minor Subdivision

4 Name of Person with whom to confer
ROBERT.CREPEAU@DSS.MIL

5 Telephone (include area code)
703-325-5344

Leave Blank (NARA Use Only)

Job Number
NI-446-08-1

Date Received
6/10/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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WITHDRAWN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 5 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

[X] is not required [ ] is attached [ ] has been requested

Signature of Agency Representative

Title
Records Manager

Date (mm/dd/yyyy)
6/5/2008

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Web Site Records (See Attached)		

WITHDRAWN

WEBSITE RECORDS

The Defense Security Service maintains both internal and external websites including a public websites with gateways to other web applications, an agency intranet, and websites on classified networks This schedule is inclusive of all web records on any DSS system and is media neutral

1 Web Management Records Guidance Documents

Description Editorial guidelines and recommended practices for Web sites which are not included in official policies and procedures These include, but are not limited to, records that describe style, content, posting processes, design principles, acceptable use of site name and logo, technical standards, access control, quality assurance, and records management

Destroy when superseded or obsolete

2 Web Administration Files

Description Correspondence, reports, meeting minutes, and studies relating to the overall development, construction, and management of Web sites, or those used to explain, illustrate, or govern how the sites (or any of their components) are administered These include, but are not limited to, strategic plans, annual reports, funding letters, and budget reports

WITHDRAWN

Destroy when 10 years old

3 Web Site Technical Operations Records
System Software

Description Software used to create and maintain the site and support specific applications

a Software applications used to place the site online ("server software") and server environment configuration specifications

Destroy when superseded by routine software updates or when system is removed from service, whichever is sooner

b Software configuration files used to operate the site and establish its "look and feel" including scripts and applets

Destroy when superseded by routine software updates or when system is removed from service, whichever is sooner

c Documentation relating to software applications, including system specifications, files specifications, data dictionaries, record layouts, user guide, and output specifications

Destroy or delete when superseded or obsolete

d Analysis of off-the-shelf commercial products and description of any customization

Destroy 5 years after completion of analysis

4. Web Site Management and Design Files

Description Records that relate to the management of a Web site, including significant correspondence (email and hard copy), notes from page design meetings, draft versions of the site, reports, site change documentation, purchase orders, cost reports and all other aspects of Web site management not covered elsewhere in this schedule

Cut off annually Destroy or delete 3 years after cutoff or 1 year following removal of site, whichever is earlier

5 Web Records Inventory Form/Historical Log

Description This form is used to document aspects of the Web site pertinent to the records management function and serves as a historical log for the site It documents the following information

a Contact information
b Web site name and full URL
c Date site was posted on the Web
d Date site was removed from the Web
e Design and graphic information
f File formats
g Programming/scripting languages
h Interfaces or databases
i Site contents
j Archival storage location
k Access restrictions
l Site description
m Originality of information
n Review confirmation

Permanent Cut off annually Offer to NARA after 25 years

6 Website Graphics

a Graphic design drafts

Destroy or delete when no longer needed

b Stock graphic images

WITHDRAWN

Destroy or delete when no longer needed

7 Legal Reviews and Approvals

Description Sign-offs, legal clearances and copyright releases specific to a Web site

Permanent Cut off annually Offer to NARA after 25 years

8 Access/User Statistics

Description This information may be used to track customer interest and monitor site traffic
a Access statistics including "hits" and number of unique users

Retain for 2 years following removal of the site

b. User information collected from user feedback forms, including, but not limited to name, organization, email addresses, and areas of interest

Destroy or delete when no longer needed for reference

WITHDRAWN

9 Work Orders/Recharges

Destroy when 2 years old

10. User Requests/Inquiries

a Routine requests for information and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, excluding inquiries covered under item c

Destroy when 3 months old

b Requests for information and copies of replies which require research or compilation of information to formulate an appropriate response

Destroy when 2 years old

c Frequently asked questions (FAQs) and responses

Retain one reference copy of question and response until no longer needed

11 User Feedback
a Letters of commendation, complaint, criticism, suggestion, or other feedback, and copies of replies, on which no investigation or action was taken

Destroy when 3 months old
b Letters of commendation, complaint, criticism, suggestion, or other feedback, and copies of replies, on which investigations were made and/or action was taken
Instructions Retain until removal of the site from the Web, following a major redesign, or when 2 years old, whichever is earlier

12 Superseded Version of the Site

a Following minor changes such as routine maintenance and calendar or news updates

Destroy upon completion of changes

b Following major changes in design or information architecture

Follow disposition instructions for "Site Content"

13 Web Site Content Records

a Annual snapshot of all Web sites, by server

Permanent Offer to NARA when 25 years old

b Site deemed to have long term value

Archive with historical log documentation upon removal, redesign, or changes in information architecture Destroy after 25 years

c One-time sites with a limited shelf life which only exist in an electronic format

Archive upon removal with historical log documentation Destroy after 10 years

d Sites deemed to have short term value Include, but are not limited to calendars, conference-based sites, features, and news

Destroy upon removal

e Interactive applications such as chat and bulletin boards

Destroy or delete when 3 months old

f Site user aids

Destroy when superseded or upon termination of the site, whichever is sooner
g is completed

WITHDRAWN