

Request for Records Disposition Authority

Records Schedule Number **DAA-0457-2016-0004**
Schedule Status **Approved**

Agency or Establishment **National Security Agency/Central Security Service**
Record Group / Scheduling Group **Records of the National Security Agency/Central Security Service**
Records Schedule applies to **Agency-wide**
Schedule Subject **Website Content Management**
Internal agency concurrences will be provided **No**

Background Information **The agency maintains two separate websites. The Internet for external presence to the public as well as an Intranet site for internal business-related activities. The intent of both is to support transparency and ease collaboration amongst organizations in the conduct of the day-to-day mission and functions of the agency.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0457-2016-0004

Sequence Number	
1	NSA Internet Web Site Disposition Authority Number: DAA-0457-2016-0004-0001
2	NSA Intranet Web Site Disposition Authority Number: DAA-0457-2016-0004-0002
3	Snapshots of Web Sites Excluding Links Disposition Authority Number: DAA-0457-2016-0004-0003

Records Schedule Items

Sequence Number	
1	<p>NSA Internet Web Site</p> <p>Disposition Authority Number DAA-0457-2016-0004-0001</p> <p>The NSA.gov website is the main conduit of information from NSA as reference material published in a variety of formats in order to provide information to the general public via the Internet. Its content is composed of information concerning NSA history, press releases, information about the activities and accomplishments of the agency and information relevant to the public. The information posted on the NSA.gov website is not pulled from any databases, but are duplicates of original information maintained by the appropriate staff in organizational repositories. Content is removed from the website when it is superseded, obsolete, or no longer needed for NSA business. All content published on the Internet website is covered by the records schedule of the component organization that originated the content. The content is submitted and managed by the Public Affairs Office (PAO).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Records are exclusively electronic.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy/delete when superseded or obsolete.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>NSA Intranet Web Site</p> <p>Disposition Authority Number DAA-0457-2016-0004-0002</p> <p>This internal website is maintained by internal organizations for the purpose of providing information, collaboration opportunities, services and reference information in support of the agency's missions and functions and supports organizational activities and functions (i.e., organizational charts, staff directories, policy and guidance, and links to staff resources). The information posted on</p>

these intranet webpages are managed by each organization and does not contain original material or acts as a database for gathering or maintaining information for operational uses.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are exclusively electronic.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy/delete when supersede or obsolete.

Additional Information

GAO Approval Not Required

Snapshots of Web Sites Excluding Links

Disposition Authority Number DAA-0457-2016-0004-0003

Snapshots are taken specifically before significant changes are implemented (change or restructure of organization, addition or deletion of mission and functions, or website redesign) and the information is maintained for the purpose of maintaining chronological knowledge of the web presence and information provided for any given period of time. Snapshots will provide a view of the webpage only, and will not include additional material that may have previously been linked from the webpage. Snapshots will be maintained separately from the active webpage server. * Internet Snapshots - provide physical images of the site's pages as presented to the public. Snapshots are maintained separately from the Internet server. * Intranet Snapshots - provide a perspective of organizational structure, mission and functions prior to restructure.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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Disposition Instruction

Retention Period

Delete/Destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is longer.

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/19/2016	Certify	NSA One	NSA User	NSA - NSA
05/24/2017	Submit for Concurrency	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 402, noting National Security Agency Act of 1959, which protects from disclosure “information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees.” You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>