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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0509-2013-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0509-2013-0002
Schedule Status Returned Without Action

Agency or Establishment Department of Defense Inspector General
Record Group / Scheduling Group Records of the Department of Defense Inspector General
Records Schedule applies to Major Subdivision
Major Subdivision Office of Communications and Congressional Liaison (OCCL)
Minor Subdivision Communications Directorate
Schedule Subject Office of Inspector General (OIG) Web Program Records
Internal agency concurrences will be provided No

Background Information The OCCL Web Team is responsible for the day-to-day operation of the OIG Web Program. This includes developing web pages and graphic designs, posting articles and photos, trouble-shooting web technical problems, and assisting OIG customers in developing web-based solutions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Records Schedule: DAA-0509-2013-0002

Outline of Records Schedule Items for DAA-0509-2013-0002

Sequence Number	
1	OIG Web Program Records
1.1	Web Management and Operations Records Disposition Authority Number: DAA-0509-2013-0002-0001
1.2	Web Content Records and Records that Can Be Used as Evidence of Content
1.2.1	HTML-encoded pages, PDF files and code changes; Site "snapshots" and comprehensive URL listing; CMA guidelines, style guides, interim guidance. Disposition Authority Number: DAA-0509-2013-0002-0002
1.2.2	Copyrighted web content and agreements; website disclaimers, Web Design documents and application development records; Web metrics data including web trends and other web traffic reports. Disposition Authority Number: DAA-0509-2013-0002-0003

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Records Schedule Items

Sequence Number	
1	OIG Web Program Records
1.1	Web Management and Operations Records Disposition Authority Number DAA-0509-2013-0002-0001 Include records such as website user feedback submissions, change requests and other artifacts of the Requirements Traceability Matrix (RTM). Final Disposition Temporary Item Status Withdrawn Is this item media neutral?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? Yes Do any of the records covered by this item exist as structured electronic data? No Disposition Instruction Retention Period Destroy/delete 6 years after processing year or when superseded, obsolete or no longer needed for the conduct of Agency business, whichever is later. Additional Information GAO Approval Not Required
1.2	Web Content Records and Records that Can Be Used as Evidence of Content
1.2.1	HTML-encoded pages, PDF files and code changes; Site "snapshots" and comprehensive URL listing; CMA guidelines, style guides, interim guidance. Disposition Authority Number DAA-0509-2013-0002-0002 Final Disposition Temporary Item Status Withdrawn 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? Yes

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	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Destroy/delete 20 years after processing year or when superseded, obsolete or no longer needed for the conduct of Agency business, whichever is later.
	Additional Information	
	GAO Approval	Not Required
1.2.2	Copyrighted web content and agreements; website disclaimers, Web Design documents and application development records; Web metrics data including web trends and other web traffic reports.	
	Disposition Authority Number	DAA-0509-2013-0002-0003
	Final Disposition	Temporary
	Item Status	Withdrawn
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Destroy/delete 20 years after processing year or when superseded, obsolete or no longer needed for the conduct of Agency business, whichever is later.
	Additional Information	
	GAO Approval	Not Required

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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
06/10/2013	Certify	Bruce Womack	Management Analyst	DOD - Inspector General
02/24/2016	Return Without Action	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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