REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instruction on reverse)

JOB NUMBER

71-A74-07-10

DATE RECEIVED

11-6-2006

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)
U.S. ARMY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY OF THE ARMY

3. MINOR SUBDIVISION
US ARMY RECORDS MANAGEMENT & DECLASSIFICATION AGENCY

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
SHIRLEY KINSON-JONES	(703) 428-6411	6/17/08	*Allen Weinstein*

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 ___ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[✓] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
31OCT06	KENNETH C. HANSEN	ACTING CHIEF, RECORDS MANAGEMENT DIVISION

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Background: The prescribing directive for these files is Army Regulation 25-1, Army Knowledge Management and Information Technology. The regulation establishes policies and assigns responsibilities for the management of information resources and information technology which includes Army records generated by website related content and administrative records. The proposed disposition instruction for the following record number applies to records in all media and formats.		
1	RN: 25-1y1 Title: VI productions and distribution program-Office with Army-wide responsibility Authority: TBD Privacy Act: N/A Description: Information on formulating installation/MACOM Army Command and Army Service Component Command/DA annual and out-of-cycle listing of validated/approved production and distribution programs on in-house and contracted production and commercial off-the-shelf procurement of VI productions. Disposition: K5. Keep in the CFA until record is 5 years old then destroy.		

LL 6/19/08 copies sent to agency, NWMS, NWMW, & NR

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	RN: 25-1z Title: Visual Information Systems Program (VSIP) Authority: TBD Privacy Act: N/A Description: Documents relating to formulating the installation, Army Command and Army Service Component Command, and DA approved annual program and prioritizing commercially available, nontactical VI investment equipment used to record, produce, reproduce, distribute or present VI products. Included are documents relating to requests for validation, approval, and turn-in of VI systems/equipment, approvals and disapprovals, project documents, prioritized equipment listings, planning, approved planning documents, authorization documents, and funding documents. Disposition: K..5. Keep in CFA until record is 6 months old, then destroy.		
3	RN: 25-1bb1 Title: Annual VI acitivty report- HQDA Management Office/Other Offices Authority: TBD Privacy Act: N/A Description: Report (DD Form 2054/1 and 2) provides information for VI budget, manpower, organization, planning, and program management actions within the Army/DOD. Each authorized VI activity must submit this report annually to MACOM Army Command and Army Service Component Command/FOA. This data is consolidated and forwarded to the office with Army-wide responsibility. Roll-ups are submitted to DOD. Disposition: K3. Keep in CFA until record is 3 years old, then destroy.	~~NC1-AU-79-33~~	N/A 6/2/08
4	FN: 25-1aaa Title: Video teleconferencing Authority: TBD Privacy Act: N/A Description: Information relating to the approval or disapproval, operations, and planning of video teleconferencing facilities. Included are documents on teleconferencing including secure and nonsecure video conferencing with audio (including compresses or reduced rate video, and wideband video), and graphics conferencing with audio. Teleconferencing also includes, but is not limited to, teleconferencing applications known as tele-training, distance learning, tele-education, tele-siminar, electronic classroom, and other similar applications and related nomenclature. Disposition: K6. Keep in CFA until record is 6 years old, then destroy.		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	FN: 25-1ddddd Title: HTML-encoded pages, Records generated interactively on the web site and Additional content files referenced within HTML-encoded pages Authority: TBD Privacy Act: N/A Description: The content pages composing an agency web-site, inclusive of the HTML markup. Records that are created dynamically in real time when a user interacts with an agency web site (e.g., on-the-fly, textbased page creation, forms filled out on-line, etc.) Files having the ability to "self-execute" (e.g., CGI scripts, JAVA/ActiveX applets, customized programs that generate on-line sound or moving images) as well as files that are static (e.g., these include graphic files, multinational character sets, etc.). Both self-executing and static pages are external to the HTML-encoded content pages but referenced in the HTML syntax. Disposition: K..5. Keep in CFA until record is 6 months old, then destroy.		*Withdrawn per Shirley K. Jones request. 3/4/2008*
6	25-1eeeee Title: Comprehensive list of URL's referenced by a web site's hyperlinks Authority: TBD Privacy Act: N/A Description: A bibliography of all uniform resource locators referenced via hyperlinks embedded within a web site's content pages along with a textual reference describing the destination of the hyperlink. Disposition: K..5. Keep in CFA until record is 6 months old, then destroy.		
7	25-1fffff Title: Website program operations records, Website design records and Web site system software-related records Authority: TBD Privacy Act: N/A Description: Records such as graphic design layouts for pages or embedded image maps, and/or minutes of meetings documenting the production of such. Program management files that document policies and procedures for Army web site operations, including those that: Provide detailed procedures for documenting how records are selected, created and approved for web posting, and how they will be revised or removed, Specify what records will be created and how they will be created for interactive sections of web sites		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Document procedures used in the operation of the site, Specify the relationship of the webmaster and other staff involved in preparing and posting web documents to program officials and the agency records officer, Demonstrate the development of policies and procedures to ensure Section 508 compliance, Otherwise explain or illustrate site development and management procedures, Records related to the application software used in conjunction with operation of the web site. These include: Records produced in the analysis and selection of any commercial off-the-shelf (COTS) software, Records describing customization of COTS web-related software, Documentation relating to COTS web-related software. Disposition: K5. Keep in CFA until record is 5 years old, then destroy.		
8	25-1ggggg Title: Web site logs, Web site map, web site COTS software configuration files and statistical compilations Authority: TBD Privacy Act: N/A Description: Web site logs, Web site map, web site COTS software configuration files and statistical compilations Records including raw data or summary logs of user access (frequency of "hits"), site posting logs (indicating when pages were posted, updated, or removed from the site), system load and search result statistics, and ad hoc reports containing such. A linked, graphic or text-based display of a web site's hierarchy, similar to an organization chart. Files used to operate the web site and establish its look and feel including server environment configuration specifications. Disposition: K3. Keep in CFA until record is 3 years old, then destroy.		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228