



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-NU-09-7</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/26/09</i>	
1. FROM (Agency or establishment) Department of the Navy		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Naval Criminal Investigative Service (NCIS)			
3. MINOR SUBDIVISION Information Technology Directorate (Code 15)			
4. NAME OF PERSON WITH WHOM TO CONFER  Billy Brown	4. TELEPHONE NUMBER  (202) 433-9505	DATE <i>23 NOV 09</i>	ARCHIVIST OF THE UNITED STATES 
5. 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 <u>4</u> page(s) are not needed now for the business for 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>6-25-09</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Department of the Navy Director of Records</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Background:</u> The Naval Criminal Investigative Service is developing internal and external web sites that reside on the unclassified (NIPRNet) and classified (SIPRNet and JWICS) networks. All essentially have the same features and record-keeping requirements. The unclassified external web sites are the primary tool for NCIS to inform the general public and DON (restricted access) of its mission and activities. The public site also serves as a gateway for authorized users to access internal sites and applications. The unclassified internal web sites are also restricted to authorized users and contain a wide variety of information created by NCIS and supporting the NCIS mission as well as hyperlinks to other DON and Federal government informational sites. Classified sites are restricted to NCIS employees, contractors, and other authorized Federal government agencies. The classified sites have external links to authorized agencies within the intelligence community. Each NCIS component activity is responsible to develop, administer, and authorize the posting of information on the site. The Information Technology Directorate (Code 15) maintains the site and is responsible for site policy and administration.</p> <p><i>Rick Holgate</i> Rick Holgate Chairman, Board of Governance</p> <p><i>Norman Kiger</i> Norman Kiger NCIS Counsel</p>		

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	<p><b><u>SSIC 2603</u></b> <b><u>INTERNAL/EXTERNAL WEB SITES RECORDS</u></b></p> <p>1. NCIS Internal/External Web Sites.</p> <p>a. <u>Web Content</u> is published on the web sites in a variety of formats including html-encoded markup language pages; code, graphic (e.g., PDFs), textual (e.g., word processing, templates), audiovisual, and contextual hyperlinks. Content is removed from the web site when it is superseded, obsolete, or no longer needed for NCIS business. Content is backed up on electronic media (tape and/other storage device). The backup media are created for potential site restoration in the event of failure or other unintentional loss of content.</p> <p>Privacy Act: NA</p> <p><u>Disposition:</u></p> <p>(1) Pages containing copies of agency issuances, policy documents, guidance and tasking documents, reports, information sources, law enforcement information and notices, and informational bulletins and clippings for other sources.</p> <p>1. Delete when superseded, obsolete, or no longer needed for the conduct of agency business, but not longer than the retention of the record copy.</p> <p>(2) All other web content.</p> <p>2. Delete when 2 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is longer.</p> <p>(3) Monthly snapshot of web content.</p> <p>3. Delete when 3 years old.</p> <p>b. <u>Web Management and Operations Records</u></p> <p>(1) Output Records. Summary statistical reports for user purposes such as trend analysis, system response time tracking, system optimization analysis, and law-enforcement purposes.</p>	<p>New</p> <p>New</p> <p>New</p>	

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4.	<p><u>Disposition:</u></p> <p>Destroy when superseded, obsolete, or when no longer needed for reference purposes, whichever is later.</p> <p>(2) System Documentation: Technical information (including record layout and code books) and user guides, location of files, tables, and programmatic parameters among other system functions.</p>	New	
5.	<p><u>Disposition:</u></p> <p>Destroy when 3 years old or when superseded, obsolete, or when no longer needed for reference or law-enforcement purposes, whichever is later.</p> <p>(3) Site Traffic Reports: Statistical information about the use of the web site by visitors including number of visitors, number of page views, referring URLs, and browsers used by visitors. Reports are run on a weekly basis or whenever needed.</p>	New	
6.	<p><u>Disposition:</u></p> <p>Delete when 2 years old.</p> <p>(4) Broken Links Reports. List of links that returned a 404 error. Reports are run on an as-needed basis.</p>	New	
7.	<p><u>Disposition:</u></p> <p>Delete when superseded.</p> <p>(5) Search Result Reports. List of search terms entered by visitors to the web site. Reports are run on as as-needed basis.</p>	New	
8.	<p><u>Disposition:</u></p> <p>Delete when no longer required for review purposes.</p> <p>(6) Traffic Logs. Information about the use of the website by visitors to include number of visitors, number of pages viewed or audio/video recordings listen to, referring URLs, and browsers used by visitors. Logs do not reveal any information about individual visitor's information except for those NCIS</p>	New	

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	<p>employee and contractor sites that are Public Key Infrastructure (PKI) enabled. Information is captured continuously.</p> <p><u>Disposition:</u></p>		
9.	<p>Delete when no longer required for review purposes.</p> <p>(7) Server Configuration, Change Management, and Server Policy Files. Provide a description and history of changes made on the various servers related to the operation of the web site, including web servers and searches servers. These records are created for potential site restoration in the event of a failure or other requirement to restore the site.</p> <p><u>Disposition:</u></p>	New	
10.	<p>Destroy when no longer required for review purposes.</p> <p>(8) Software Records. Description of products used to create and maintain web presentations. These records include versions of the products used and licenses for products.</p> <p><u>Disposition:</u></p>	New	
11.	<p>Delete 2 years after products are replaced.</p> <p>(9) Server Maintenance and System Log Records. These describe events performed on the servers including login attempts and error reports.</p> <p><u>Disposition:</u></p>	New	
12.	<p>Delete when no longer required for review purposes.</p> <p>(10) Templates. Templates are captured on creation and record how information is displayed on a page and are typically used to maintain consistency on the site.</p> <p><u>Disposition:</u></p>	New	
13.	<p>Delete at time the template is superseded or cancelled.</p> <p>(11) Backup of Files. Backup media maintained for potential system restoration in event of a system failure or other unintentional loss of data.</p>	New	

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	<p>(a) Incremental backup media.</p> <p><u>Disposition:</u></p> <p><del>Delete incremental backup media when superseded by a full backup, or when no longer needed for system restoration, whichever is later.</del></p> <p>(b) Full backup media.</p> <p>Delete full backup media when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.</p> <p>(12) Backups of Files. Electronic copy of the master copy of the web files and retained in case the master file or database is damaged or inadvertently erased.</p> <p>(a) File identical to records scheduled for transfer to the National Archives.</p> <p>Delete when the identical records have been captured in a subsequent backup or when the identical records have been transferred to the National Archives and successfully copied.</p> <p>(b) File identical to records authorized for disposal in a NARA-approved records schedule.</p> <p>Delete when the identical records have been deleted, or when replaced by a subsequent backup file.</p>	<p>GRS 24, Item 4a(1)</p> <p>GRS 24, Item 4a(2)</p> <p>GRS 20, Item 8a</p> <p>GRS 20, Item 8b</p>	

SBR  
11/15/2009