

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0330-2012-0001

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2012-0001  
Schedule Status Returned Without Action  
Agency or Establishment Office of the Secretary of Defense  
Record Group / Scheduling Group Records of the Office of the Secretary of Defense  
Records Schedule applies to Agency-wide  
Schedule Subject Department of Defense Public Website [www.defense.gov](http://www.defense.gov) and Component Offices of the Secretary of Defense websites  
Internal agency concurrences will be provided No

Background Information The mission of Defense.gov is to support the overall mission of the Department of Defense by providing official, timely and accurate information about defense policies, organizations, functions and operations. Also, Defense.gov is the single, unified starting point for finding military information online.

This mission is consistent with the DoD Principles of Information, which outline the Department's policy for providing information to military members, DoD civilians, military family members, the American public, the Congress, and the news media. The information you find here is cleared for public release in accordance with applicable DoD policies.

This schedule covers records and information used to provide services, maintain sites, the content of the sites and site management and maintenance documentation.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

### GAO Approval

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Records Schedule: DAA-0330-2012-0001

## Outline of Records Schedule Items for DAA-0330-2012-0001

Sequence Number	
1	Official website of the Department of Defense (DoD) also known as Defense.gov and websites of OSD Components.
1.1	OSD COMPONENT WEBSITES Disposition Authority Number: DAA-0330-2012-0001-0001
1.2	WEB CONTENT PUBLISHING RECORDS Disposition Authority Number: DAA-0330-2012-0001-0002
1.3	DEFENSE.GOV Disposition Authority Number: DAA-0330-2012-0001-0003
1.4	WEB PROGRAM AND DEVELOPMENT RECORDS Disposition Authority Number: DAA-0330-2012-0001-0004

WITHDRAWN - RETURNED WITHOUT ACTION

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## Records Schedule Items

Sequence Number	
1	Official website of the Department of Defense (DoD) also known as Defense.gov and websites of OSD Components.
1.1	<b>OSD COMPONENT WEBSITES</b> Disposition Authority Number      DAA-0330-2012-0001-0001  OSD Component websites to include Internet and Intranet sites, for the Offices of the Under Secretaries of Defense, e.g.. Director of Defense Research and Engineering, Assistant Secretaries of Defense, General Counsel, Director of Operational Test and Evaluation, Assistants to the Secretary of Defense, Director of Administration and Management, and such other staff offices as the Secretary establishes to assist in carrying out assigned responsibilities. Content includes but is not limited to copies of biographies; copies of congressional reports; organization, mission and function information; news reports and other press resources, including speeches, transcripts, audio files, and images; press briefing slides; information relating to current and future events of that specific OSD component; and professional training sites.  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?          No  Disposition Instruction Retention Period                         Destroy when no longer needed  Additional Information GAO Approval                             Not Required
1.2	<b>WEB CONTENT PUBLISHING RECORDS</b> Disposition Authority Number      DAA-0330-2012-0001-0002  These records include but are not limited to: written, graphical, video and/or audio content, style sheets information and documentation such as email requests, initial and follow-up requests for initial and subsequent postings, corrections, updates and revisions of agency web pages for agency websites. Also includes internal systems used to track requests for postings, corrections, revisions, updates and

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ongoing maintenance and minor enhancements to existing web pages for agency websites.

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? No

## Disposition Instruction

Cutoff Instruction Cut off in calendar year of which action is completed.

Retention Period Destroy 2 year(s) after cut off

## Additional Information

GAO Approval Not Required

## DEFENSE.GOV

Disposition Authority Number DAA-0330-2012-0001-0003

Defense.gov is the official web site for the Department of Defense (DoD). One of the missions of Defense.gov is to serve as a starting point for finding U.S. military information online. DoD website pages contribute to this mission by providing a quick-reference listing of the top DoD sites and direct access to the databases of all registered DoD sites. Content includes but is not limited to the following: • Biographies of DoD Executives/political appointees, news reports and information relating to current and future events throughout DoD; • Press resources, i.e. copies of speeches, transcripts and audio files, photographic/digital images and press briefing slides • Links to OSD Components and Military services websites, notices, rulemakings, reports, orders, opinions, budgets, strategic plans, organizational charts, statements, speeches, policies, fact sheets, press releases, webinars, program information, online services, publications, and forms.

Final Disposition Permanent

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? Yes

1.3

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## Disposition Instruction

Cutoff Instruction	Cut off at the end of each calendar year and/or upon major change or revision, i.e. appointment of new SECDEF, Deputy SECDEF ect'
Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning immediately after transfer
Transfer to the National Archives for Accessioning	Cut off at the end of each calendar year and/or upon major change or revision, i.e. appointment of new SECDEF, Deputy SECDEF ect' by taking a snapshot of website and transferring the snapshot (s) annually to the National Archives in accordance with 36 CFR 1235.

## Additional Information

What will be the date span of the initial transfer of records to the National Archives?	Unknown Snaps shots will be provided for the calendar year in which disposition is approved and annually hereafter
How frequently will your agency transfer these records to the National Archives?	Every 1 Years

1.4

## WEB PROGRAM AND DEVELOPMENT RECORDS

Disposition Authority Number DAA-0330-2012-0001-0004

These records include information and documentation for development of agency web programs. The information and documentation includes but is not limited to records that • Document website planning goals and objectives; • Identify project milestone to be achieved; • Describe performance measures for agency web programs, • Provide approaches/plans/resources for managing the websites, • Detail design and technical requirements documenting implementation and maintenance of the websites, • Show the test scripts used to test the functionality of the web programs; and • Document the compliance requirements associated with the access to the agency websites and information posted on the websites.

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?	No

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## Disposition Instruction

Cutoff Instruction

Cut off upon completion of the web development project or site upgrade date

Retention Period

Destroy 3 year(s) after cutoff

## Additional Information

GAO Approval

Not Required

# WITHDRAWN - RETURNED WITHOUT ACTION

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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
04/20/2012	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
12/16/2013	Return for Revision	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
10/05/2016	Return Without Action	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services

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