

WITHDRAWN -- RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0330-2016-0009

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0009
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), 2015 to present
Internal agency concurrences will be provided No

Background Information

The mission of www.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. The website www.defense.gov is the single, unified starting point for finding military information online.

The mission of www.defense.gov 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 found on www.defense.gov is cleared for public release in accordance with applicable DoD policies.

This schedule covers the content of the website www.defense.gov and the master files of the SQL database that supports the website

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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Outline of Records Schedule Items for DAA-0330-2016-0009

Sequence Number	
1	CATEGORY DESCRIPTION:
1.1	Department of Defense Public Website (www.defense.gov), 2015 to present Disposition Authority Number: DAA-0330-2016-0009-0001
1.2	Department of Defense Public Web Database Master Files (1996 – current) Disposition Authority Number: DAA-0330-2016-0009-0002
1.3	Official websites of the Offices of the Secretary of Defense, Defense Agencies and Field Activities “also known as the OSD Components” Disposition Authority Number: DAA-0330-2016-0009-0003
2	Special Event Websites and Portals Disposition Authority Number: DAA-0330-2016-0009-0004

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Records Schedule Items

Sequence Number	
1	CATEGORY DESCRIPTION: Official website of the Department of Defense (DoD) also known as www.defense.gov providing resources and information to the public, DoD employees and contractors supporting the mission of DoD programs.
1.1	Department of Defense Public Website (www.defense.gov), 2015 to present Disposition Authority Number DAA-0330-2016-0009-0001 Website content of www.defense.gov , preserving the site's look and feel. This is the public-facing website of the Department of Defense (DoD). One of the missions of www.defense.gov is to serve as the starting point for finding U.S. military information on-line. This schedule item covers all levels of the website having URL www.defense.gov . This item does not cover other DoD websites, such as those of the military services and DoD agencies. This item covers website content including but not limited to: • Biographies of DoD Executives, political appointees, and military personnel; news reports; and information relating to current and future events throughout DoD • Information on such subjects as DoD organizations, operations, initiatives, military contracts, and casualty statistics • Press resources, e.g., speeches of DoD officials, transcripts and audio files, photographic images, and press briefing slides • Public databases accessible through the website • Web pages showing links to websites of other DoD organizations, such as the military services and DoD agencies. The websites themselves of these other DOD organizations are not covered by this item 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 Disposition Instruction Cutoff Instruction Cut off at end of each calendar year. Transfer to the National Archives for Accessioning Transfer annual snapshot in 5-year blocks to the National Archives in accordance with 36 CFR 1235.44 through 1235.50.

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	<p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1996 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
1.2	<p>Department of Defense Public Web Database Master Files (1996 – current)</p> <p>Disposition Authority Number DAA-0330-2016-0009-0002</p> <p>The SQL database that powers www.defense.gov includes key metadata for a multitude of written content types including news articles, press releases, contract award announcements, press advisories, speeches, and transcripts. Master file includes metadata in addition to the content to include a title and publish date at minimum and often includes authors, location, and keywords.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</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>Cutoff Instruction Cut off at end of each calendar year.</p> <p>Retention Period Transfer with www.defense.gov website (item 1)</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.3	<p>Official websites of the Offices of the Secretary of Defense, Defense Agencies and Field Activities “also known as the OSD Components”</p> <p>Disposition Authority Number DAA-0330-2016-0009-0003</p> <p>OSD Component websites including but not limited 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</p>

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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? Yes

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

Disposition Instruction

Cutoff Instruction Cut off upon update or revision of website

Retention Period Destroy immediately after update or revision

Additional Information

GAO Approval Not Required

Special Event Websites and Portals

Disposition Authority Number DAA-0330-2016-0009-0004

OSD Component websites established for singular or unique purposes such as AMERICASUPPORTSYOU.MIL and DEFENDAMERICA.MIL, developed to provide information to the public on events such as DoD's participation in international disaster relief operations, counter-terrorism, the military role in drug interdiction operations, and deployments of U.S. Military Forces to a foreign theater in response to a pronounced threat to U.S. personnel, property, or interests.

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

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Disposition Instruction

Cutoff Instruction

Upon notification of customer or when no longer needed

Transfer to the National Archives for Accessioning

Transfer to the National Archives 3 year(s) after cut off

Additional Information

First year of records accumulation 2002

What will be the date span of the initial transfer of records to the National Archives? From 2002 To 2013

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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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
09/30/2016	Return to Submitter	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
01/06/2017	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/30/2018	Return Without Action	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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