

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0088-2022-0002

Status: APPROVED
Date Approved: 02/09/2024

General Information

| | |
|---------------------------------|--|
| Agency or Establishment | Food and Drug Administration |
| Record/Scheduling Group | 0088 - Records of the Food and Drug Administration |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | Social Media Records |
| Additional Schedule Information | <p>FDA utilizes various external social media platforms to share information related to FDA's mission and to communicate with industry stakeholders and the public. Examples include social networks such as Facebook, Twitter, and LinkedIn, photo and video sharing services, such as YouTube and Flickr, and other similar services. This schedule applies to the social media records created and posted by authorized FDA staff for official purposes, on social media networks and other web-based internal or third-party applications, including but not limited to forums, blogs, photograph or video sharing applications, and other platforms, using accounts that are approved by the FDA Office of External Affairs (OEA) Web and Digital Media Staff. It covers social media content that is prepared and posted by FDA to social media and that is captured and maintained within FDA as official FDA records. The content residing on publicly owned social media servers is not owned or managed by FDA and is not covered by this schedule. This schedule also does not apply to social media content posted by non-FDA accounts that may reference or mention FDA.</p> <p>Social Media Records are FDA-created content posted by authorized FDA staff using official approved social media accounts, to communicate and engage with the public, including FDA news and announcements, mission-related developments and activities, and general information of interest to the public. Comments and other engagements (e.g., likes and shares) are generally not included as part of the record, although may be included for specific senior officials' accounts (such as the Commissioner) where comments are determined to be of significant relevance to the original post. Also not included are messages posted through social media applications such as Facebook Messenger, Twitter direct message, and similar one-on-one communications, which are prohibited by FDA for business use.</p> |

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Also covered by this schedule are records relating to management and administration of social media accounts, including account approvals, profile information, scheduling, tracking logs, metrics, and activity reports.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No- The records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0088-2022-0002

| Item # | Title | Disposition |
|---------------|---|--------------------|
| 0001 | Social Media Records of all FDA employees | Temporary |
| 0002 | Social Media Program Records. | Temporary |

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Records Schedule Items

| | | |
|---|---|-----------------------|
| DAA-0088-2022-0002-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Social Media Records of all FDA employees | |
| Item Description | <p>FDA-created content posted on FDA social media accounts by authorized program office representatives and other authorized FDA staff. Content posted, account name, date posted, and social media platform where posted, are included as part of the FDA record. Comments posted by the public to the account are not included as part of the record.</p> <p>Note: Social media posts that do not contain FDA-created content but only link to outside content, such as sharing posts from other Federal agencies, or posts that link to content available from other FDA sources, such as posting a link to the FDA public website, may be covered by General Records Schedule (GRS) 6.4 item 020, Public Correspondence and Communications Not Requiring Formal Action. These records may be deleted when 90 days old, but longer retention is authorized if required for business use.</p> | |
| Is this item media neutral? | No | |
| Media limitation | Digital only | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Temporary | |
| Cutoff Instructions | Other: Cutoff files at end of calendar year. | |
| Retention Period | Other: Destroy no sooner than 3 years(s) after cutoff but longer retention is authorized | |
| ADDITIONAL INFORMATION | | |
| Are any of the records covered by this item national security classified? | No | |
| GAO Approval Required | No | |

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| | | |
|---|---|-----------------------|
| DAA-0088-2022-0002-0002 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Social Media Program Records. | |
| Item Description | Records relating to the management and administration of FDA social media accounts and activities, including account profiles, posting schedules, tracking logs that may include content, author, date posted, activity analytics, and reporting. Includes records collected and maintained for FDA use through third-party tools and applications. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
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Signatory Information

| Action | User | Date |
|---------------|----------------|-------------|
| Accept | Data Migration | 05/17/2022 |
| Approve | Colleen Shogan | 02/09/2024 |