

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-088-09-10</i>	DATE RECEIVED <i>9/8/09</i>
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Food and Drug Administration (FDA)</i>			
3 MINOR SUBDIVISION <i>Agency-wide</i>			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Seung Ja Sinatra</i>	5 TELEPHONE <i>(301) 796-3802</i>	DATE <i>9/21/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

**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 2 page(s) are not now needed for the business of 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,

is not required,                       is attached, or                       has been requested

DATE <i>9/1/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne Z. Wilson</i>	TITLE <i>HHS Records Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Unless specifically stated otherwise in the description or the retention, all items are media-neutral and apply to paper, electronic, microform, or other media in which records may exist</p> <p>SEE attached sheet    Agency-wide Program Records--Web Records</p> <p><i>Seung Ja Sinatra</i> Seung Ja Sinatra - FDA Records Officer</p> <p style="text-align: right;"><i>8/26/09</i> Date</p>		

## Agency-wide Records (Web Records)

File Code: Prefix = FDA

Item No.	Records Description and Authorized Disposition	NARA Approved Citation
1	<p><b><u>Web Records.</u></b></p> <p>The FDA external web site primarily contains copies of agency records such as recent news items including news releases and speeches, guidance documents, agency publications, and an Electronic Freedom of Information (E-FOIA) reading room to communicate its mission to the public and regulated industries. It also contains useful information to the public pertaining to the FDA leadership, its mission, programs and its history.</p> <p>The FDA internal web site contains information available solely to FDA employees. The site contains copies of publications, internal standard operating procedures, FDA news and other informational materials.</p>	
1.1	<p><b><u>Web Content Management System (WCMS)</u></b></p> <p>Facilitates the creation and sharing of content that is published on FDA's web pages. Became operational in 2008. Records include meta tags and associated web content that are maintained in the web content archive. Examples of meta tags include title of the web content, comments by the web content owner/provider regarding the web content, description of the web content, keywords, subject, and edition date, as well as other related information.</p> <p>NOTE: Web records posted directly from a database are scheduled separately under the appropriate subject system. Web records, whether on the Internet or Intranet, that are official record copies are scheduled separately under the specific subject.</p> <p>Certain records contain trade secret and confidential commercial information that may not be publicly released, disclosure is subject to the Freedom of Information Act, the Trade Secrets Act, the Privacy Act, and restrictions in other statutes and FDA's implementing regulations.</p> <p><b><u>Disposition:</u> TEMPORARY.</b> Cutoff at end of the calendar year in which web content became obsolete or superseded. Delete/destroy 1</p>	New

year after cutoff

- 1.2 **Web Management and Procedures Files.** **New**  
Files relating to general web management and processes established to ensure oversight, web content management and implementation and operational procedures Also includes metrics, web trend analysis, inventory of web activity, web use statistics, comments/feedback from web site users, and other records that may be used to improve the Agency's web sites  
**Disposition: TEMPORARY.** Cutoff at end of the calendar year when superseded or obsolete Delete/destroy 2 years after cutoff
- 1.3 **Web Site Maintenance and Administrative Records.** **New**  
Records produced in the process of developing and updating design and implementation of pages on the agency web sites Includes records such as frames, templates, style sheets, site maps, codes that determine site architecture, change requests, site posting logs, clearance records, dynamic Home Pages and main content pages that change frequently and reflect temporal importance  
**Disposition: TEMPORARY.** Cutoff at end of the calendar year when superseded or obsolete Delete 1 year after cutoff
- 1.4 **Software Records.** **New**  
Records about the products used in the creation and maintenance of the agency websites Includes identification of product versions and licenses  
**Disposition: TEMPORARY.** Cutoff at end of the calendar year when product is replaced Delete/destroy 2 years after cutoff
- 1.5 **System Performance and Usability Records.** **GRS 20, Item 1a**  
~~Files created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records~~  
**Disposition: TEMPORARY.** ~~Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes~~
- 1.6 **User Access Logs for World Wide Web Services.** **GRS 20, item 1c**  
Electronic files or automated logs created to monitor access and use of Internet services, including, but not limited to, services provided via FTP, WWW, Intranets/Extranets, or Telnet services **Also scheduled under N1-088-99-1** The software records the visitor's origin, time of day, length of stay, and activities while at the site This information is of value for security and

~~administrative purposes~~

~~**Disposition:** TEMPORARY. Destroy/delete when 90 days old.~~

1.7

~~**Web Communication/Information Request Files.**~~

GRS 14, Item 1

~~Requests for information and copies or replies thereto, involving no administrative actions. No policy decisions, and no special compilations or research and requests for transmittals of publications, photographs and other information.~~

~~**Disposition:** TEMPORARY.~~

~~Delete/destroy when 3 months old.~~