

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Food and Drug Administration (FDA)

2. MAJOR SUBDIVISION
Office of the Commissioner

3. MINOR SUBDIVISION
Office of Information Resources Management (OIRM)

4. NAME OF PERSON WITH WHOM TO CONFER
Seung Ja Sinatra

5. TELEPHONE
(301) 827-4274

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-88-99-1*

DATE RECEIVED *1-5-99*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *4-27-99* ARCHIVIST OF THE UNITED STATES
John W. Cal

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 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>DEC 23 1998</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i>	TITLE HHS Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
A6-7-5	<p>User Access Logs for World Wide Web Services</p> <p>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. 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.</p> <p>Disposition: Destroy quarterly or when no longer needed, whichever is later. <i>after 90 days.</i> <i>S.S 4/5/99</i></p> <p>Seung Ja Sinatra <i>Seung Ja Sinatra 11/30/98</i> FDA Records Officer</p> <p>William Rados <i>William M. Rados 11/30/98</i> FDA Internet Manager</p> <p>Ann Wion <i>Ann Wion 12/4/98</i> FDA General Counsel</p>		<p>Elaine Johanson <i>Elaine Johanson 12/3/99</i> FDA Internet Web Master</p>