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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | N1-88-99-1 |
| 1. FROM (Agency or establishment) Food and Drug Administration (FDA) | | DATE RECEIVED | 1-5-99 |
| 2. MAJOR SUBDIVISION Office of the Commissioner | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION Office of Information Resources Management (OIRM) | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Seung Ja Sinatra | 5. TELEPHONE (301) 827-4274 | DATE | ARCHIVIST OF THE UNITED STATES |
| 6. AGENCY CERTIFICATION | | 4-27-99 | <i>[Signature]</i> |
| 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE | |
| DEC 23 1998 | <i>[Signature]</i> A. Prentice Barnes, Sr. | HHS Records Officer | |

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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><u>Disposition:</u> Destroy quarterly or when no longer needed, whichever is later after 90 days. S.S. 4/5/99</p> <p>Seung Ja Sinatra <i>[Signature]</i> 11/30/98 FDA Records Officer</p> <p>William Rados <i>[Signature]</i> 11/30/98 FDA Internet Manager</p> <p>Ann Wion <i>[Signature]</i> 12/4/98 FDA General Counsel</p> <p>Elaine Johanson <i>[Signature]</i> FDA Internet Web Master 12/3/98</p> | | |