
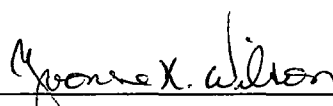


REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NF-439-09-5	
1 FROM (Agency or establishment) Department of Health and Human Services		Date Received 7/1/09	
2 MAJOR SUB DIVISION Administration on Aging		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Harry Posman	5 TELEPHONE 202-357-3540	DATE 09/25/09	ARCHIVIST OF THE UNITED STATES 
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 needed now 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 6/25/09	SIGNATURE OF AGENCY REPRESENTATIVE Yvonne Wilson 		TITLE DHHS Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Records for Administration on Aging (AoA) Website The AoA public website at www.aoa.gov is the primary tool through which AoA informs the general public of its mission and activities. The website is used to disseminate information to the public including, but not limited to, annual reports, testimony, speeches and press releases. 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. See attached sheet		

Administration on Aging Internet and Intranet

Web Content

1. **Public Website Content (www.aoa.gov):** The agency website provides information to the public and agency clients about the agency and its services

The website includes, but is not limited to, web versions of the following

- Information about the agency including mission statements, organizational structure, authorizing statutes, budgeting, annual reports and strategic planning
- News and information, press releases, and media advisories
- Photographs, audio/video files, multimedia content and publications
- Transcripts of speeches and testimony
- Agency policies and guidance
- Grant opportunities

The website also includes the following types of content

- Information about agency programs and services
- Information about program performance
- Information about and/or links to online resources related to agency services and programs

This item does not include web content described elsewhere on this schedule or another Administration on Aging schedule including master files or outputs (queries, reports, or data extracts) of web-based electronic systems

Note Any new web content that significantly deviates from these categories and that is not duplicated elsewhere in the agency is not authorized for destruction and must be scheduled via a new SF115

Disposition: TEMPORARY. Delete/destroy when superseded or obsolete

2. **Public Website Statistical Information and Systems**

- a. **Statistical Reports** Reports created by or for AoA that are published on the agency website, including but not limited to the following publications

- Profile of Older Americans, 1999- (PDF format)
- Aging into the 21st Century, 1996 (HTML)

Disposition: PERMANENT. Cut off at the end of the calendar year when published Transfer to the National Archives immediately after cutoff

- b **Census Data and Population Estimates** Reports and tables based on data from the U S Census that are created or received by AoA and that are published on the agency website

Disposition: TEMPORARY. Destroy/delete when no longer needed for reference

- c. **Aging Integrated Database (AGID)** ([http //www agidnet org/](http://www.agidnet.org/)) The AGing Integrated Database (AGID) is an on-line query system based on AoA-related data files and surveys, and includes population characteristics from the Census Bureau for comparison purposes AGID includes the following databases

Administration on Aging Databases
State Program Reports (SPR), 2005-onward
National Ombudsman Reporting System (NORS), 2000-onward
Title VI Services by Tribal Organization, 2002-onward
National Survey of OAA Participants, 2003-
National Survey of Area Agencies on Aging (AAA), 2005/2006

Census Databases
American Community Survey (ACS) Demographic Data, 2004-onward
Population Estimates Data, 2000-onward

Disposition: PERMANENT. Cut off at the end of the calendar year in which created Transfer to the National Archives 1 year after cutoff (Supersedes N1-439-09-4, item 7b)

- 3 **National Clearinghouse for Long-Term Care Website** This website, ([http //www longtermcare gov/LTC/Main_Site/index.aspx](http://www.longtermcare.gov/LTC/Main_Site/index.aspx)), provides information and resources to help users plan for future long-term care (LTC) needs This includes the Long-Term Care Planning Kit available for download on the website

Disposition: TEMPORARY. Delete/destroy when superseded or obsolete

4. Non-statistical Electronic Systems Accessible via the public website

- a ~~**Eldercare Locator**~~
([http //www eldercare gov/ELDERCARE NET/Public/Index.aspx](http://www.eldercare.gov/ELDERCARE.NET/Public/Index.aspx))

~~**Disposition: See N1-439-09-4, item 5-**~~

- b **Grants Bibliographic Database** The AoA Bibliographic Database contains abstracts of materials produced by AoA grantees funded under Title IV of the Older Americans Act Title IV supports demonstration, research, and training projects designed to promote the use of innovative ideas and best practices in programs and services for older adults

Disposition: TEMPORARY. Delete/destroy when no longer needed for reference

5. Web sites created for conferences or special events

NOTE Web sites created for conferences or special events not listed here are not approved for disposal and require a new SF115.

- a **White House Conference on Aging Website** ([http //www whcoa gov/](http://www.whcoa.gov/)). This website contains a summary of the 2005 White House Conference on Aging, a downloadable copy of the Executive Summary of the 2005 White House Conference on Aging Final Report, and links to related resources

Disposition: TEMPORARY. Delete/destroy when no longer needed for reference

6. **Social Media Website Content** Information posted by agency staff via official agency accounts on social media vendor websites such as Facebook, Twitter, and Flickr Postings include pointers to the agency website, general notices about events, and copies of agency photographs or audio/visual materials

Disposition: TEMPORARY. Delete/destroy when no longer needed for reference

7 Intranet Website (<http://aoaintranet/>)

The website includes web versions of information for agency staff, including

- News and events
- Information and links to staff resources and services
- Policy and guidance
- Emergency preparedness information for staff
- Organizational charts
- Staff directories
- Information about agency projects
- Strategic planning
- Links to online resources which may be valuable in carrying out duties

Disposition: TEMPORARY. Delete/destroy when superseded or obsolete

8. Web content snapshot

Snapshot of website taken before significant changes are implemented (i.e., change of administration, website redesign)

Disposition: TEMPORARY. Cut off at the end of the calendar year in which taken Destroy when 1 year old or when no longer needed for reference, whichever is later

Web Management and Operations Records

9 Content Management Records

Design records, templates which determine the standards of content and placement on a page, policies outlining the process by which materials are added, changed and/or deleted from the web-site

Disposition: TEMPORARY. Delete/destroy when superseded or obsolete

10 Web policies and procedures

Records reflecting the policies and procedures established to ensure oversight of agency web content (internet and intranet) This includes policies outlining the process by which materials are added, changed and/or deleted from the websites

Disposition: TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/delete 1 year after cutoff or when no longer needed, whichever is later

11. Software records

Records about the products used in the creation and maintenance of the agency websites These records include identification of product versions and licenses

Disposition: TEMPORARY. Cut off at the end of the calendar year in which the product is replaced Destroy/delete 2 years after cutoff

~~12. Server Maintenance Records~~

~~Logs describing events that occurred on servers (i.e., login attempts and error reports)~~

~~**Disposition: TEMPORARY** Destroy after 6 months or when no longer needed, whichever is later (GRS 20, item 1c)~~

~~13 Reports of Site Traffic~~

~~Provide information on the use of the site by visitors including number of visitors, number of page views, referring URLs and browsers used These reports are available on a monthly basis~~

~~**Disposition: TEMPORARY** Destroy after 6 months (GRS 20, item 1c)~~

~~14 Broken Link Reports~~

~~Reports regularly run that provide a listing of website links that return errors~~

~~**Disposition: TEMPORARY** Destroy when superseded or obsolete (GRS 20, item 1a)~~

~~15. Backup tapes~~

~~Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data~~

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

- ~~1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later~~
- ~~2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later (GRS 24, Item 4a)~~