

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-439-99-1
1. FROM (Agency or establishment) <i>Department of Health and Human Services</i>		DATE RECEIVED	12-9-98
2. MAJOR SUBDIVISION <i>Administration on Aging</i>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Thomas P. Northam</i>	5. TELEPHONE <i>(202) 401-9647</i>	DATE	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 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.		5-25-99	<i>John W. Carl</i>
DATE DEC 4 1998	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i>	TITLE HHS Records Manager	

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">User Access Log</p> <p>The Office of the Secretary, Department of Health and Human Services (HHS) maintains a World Wide Web Internet/Intranet site for authorized activities including the dissemination of information.</p> <p>The internet server software automatically creates a record of visits to the site. 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. 4/1/99 T.W.</i></p> <p>Thomas P. Northam <i>[Signature]</i> AOA Records Officer</p> <p>Saadia Greenberg <i>[Signature]</i> Web Master</p> <p>Timothy M. White <i>[Signature]</i> 12/4/98 Deputy Associate General Counsel</p>		<p align="right">SMA. 3/15/99 re Tom Northam</p>