

Request for Records Disposition Authority

Records Schedule Number DAA-0468-2016-0001
Schedule Status Approved

Agency or Establishment Department of Health and Human Services
Record Group / Scheduling Group General Records of the Department of Health and Human Services
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Assistant Secretary for Public Affairs
Minor Subdivision Digital Communication Division Web Services
Schedule Subject Web Content Management System (WCMS)
Internal agency concurrences will be provided Yes

Background Information The Office of the Secretary (OS), Office of the Assistant Secretary for Public Affairs (ASPA), Digital Communications Division Web Services (DCDWS) leads the development and review of HHS Web content, social media, and supporting technologies.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0468-2016-0001

Sequence Number	
1	Web Content Management System (WCMS)
1.1	Web Operations Records Disposition Authority Number: DAA-0468-2016-0001-0001
1.2	Web Content Disposition Authority Number: DAA-0468-2016-0001-0002
1.3	Digital Communications Division's Web Services (DCDWS) Intranet website
1.3.1	Web Content of the official DCDWS Intranet Disposition Authority Number: DAA-0468-2016-0001-0003
1.3.2	Intranet content Disposition Authority Number: DAA-0468-2016-0001-0004
1.3.3	Official WCMS Intranet website management and support records Disposition Authority Number: DAA-0468-2016-0001-0005

Records Schedule Items

Sequence Number	
1	<p>Web Content Management System (WCMS) This schedule covers the disposition of records contained in the Digital Communications Division's (DCD) Web Content Management System (WCMS). The Digital Communications Division's Web Services records are used to document Digital Communications Division (DCD) operations; development and design; and, content publishing web pages for the Digital Communications Division's Web Services' websites that facilitate communications to internal and external sources in a secured environment. ASPA owns and manages the syndication store front; however, our customers, i.e., CDC, FDA, NIH, and SAMHSA are the owners of the records, which pass through the WCMS system. The data is used for information sharing; announcements of Digital Communications Division's Web programs; products; services; and, Digital Communications Division's business functions and ongoing activities.</p>
1.1	<p>Web Operations Records</p> <p>Disposition Authority Number DAA-0468-2016-0001-0001</p> <p>This series include information and documentation that relates to locating, measuring, and reporting on the usage of either the Digital Communications Division's Web Services Intranet or Internet web sites. Such records include, reports on the user's web site and content publishing; requests for correction or incorrect links or content posted; requests for removal of duplicated information; broken links; 404 errors; search engine logs; internal and external reporting for compliance requirements related to the Privacy Act; and, electronic and Information technology accessibility under Section 508 of the Rehabilitation Act.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records are in electronic format</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of each calendar year.</p>

	<p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Web Content</p> <p>Disposition Authority Number DAA-0468-2016-0001-0002</p> <p>The web content includes but it's not limited to pages or links containing agency issuances and information such as, links to publications; reports of news items or mission-related accomplishments; reports or postings by content managers, or other management personnel and similar information.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These records are in electronic format</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of each calendar year.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Digital Communications Division's Web Services (DCDWS) Intranet website The official DCDWS Intranet home page provides web posting services to clients within the Office of the Secretary for HHS.gov websites and the HHS Intranet.</p>
1.3.1	<p>Web Content of the official DCDWS Intranet</p> <p>Disposition Authority Number DAA-0468-2016-0001-0003</p> <p>DCDWS Intranet website captures the look and feel of the site, including full site maps and working links to all additional pages and/or postings.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p>

	Explanation of limitation	These records are in electronic format
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of each calendar year.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.3.2	Intranet content	
	Disposition Authority Number	DAA-0468-2016-0001-0004
	The Intranet content records include but are not limited to posted directives, reports and other records dealing with the administration and support of internal agency affairs and similar files posted for the information of use of DCDWS staff and others with access to the Intranet site.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	These records are in electronic format
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of calendar year
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1.3.3	Official WCMS Intranet website management and support records	

Disposition Authority Number DAA-0468-2016-0001-0005

These records include but are not limited to content managers and IT support records, including content lists, posting logs, technical reference documents, and other records dealing with web sites management, maintenance, and support.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation These records are in electronic format

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/16/2016	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
07/28/2016	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/10/2016	Submit For Certification	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
08/10/2016	Certify	Elaine Pankey	HHS Office of the Secretary Records Officer	Offices of the Secretary, Assistant Secretary for Administration - Office of the Chief Information Officer
09/27/2016	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/03/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist