

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 N1-468-97-2	DATE RECEIVED 7-30-97
1. FROM (Agency or establishment) Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Secretary			
3. MINOR SUBDIVISION Assistant Secretary for Management and Budget			
4. NAME OF PERSON WITH WHOM TO CONFER Richard Cooper	5. TELEPHONE 202-690-5408	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 JUL 21 1997	SIGNATURE OF AGENCY REPRESENTATIVE A Prentice Barnes, Sr. <i>A. Prentice Barnes, Sr.</i>	TITLE HHS Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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 ON!)
	<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>Record Description Initial (top level) HHS Home Page - This includes all computer files located on the Web site server /computer(s) that are needed to create the visual image normally displayed when a remote Internet user initially accesses the HHS home page with commonly used browser software.</p> <p>Original material - computer files that are located on the HHS Web site server/computer(s); that may be accessed via one or more hypertext links from the initial HHS Home Page.</p> <p>User access log showing frequencies(hits) of user access to the Web pages</p> <p>Paper records loaded as Web pages.</p>	<p>Record Disposition Permanent. Save a new copy of this page in machine readable form for each calendar year. If a significant change in the appearance (not just minor wording changes) occurs save a new copy at that time as well. Transfer to the National Archives every 5 years.</p> <p>Follow current records disposition schedules for documents of similar subject content.</p> <p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p>	