REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER *NF-512-10-1*

TO   National Archives and Records Administration (NARA)
Washington, DC 20408

DATE RECEIVED *10/26/09*

NOTIFICATION TO AGENCY

1   FROM (Agency or establishment)

Department of Health and Human Services

2   MAJOR SUBDIVISION

Health Resources and Services Administration (HRSA)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITESTATES
Angela M Tuscani HRSA Records Management Officer	301-443-1961	*11-21-2011*	*WITHDRAWN*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 ___2___ page(s) are not needed now for the business for 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,

[X] is not required,   [ ] is attached, or   [ ] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/19/2009	*Yvonne K. Wilson*	DHHS Records Management Officer

7 ITEM NUMBER	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	HRSA Web Content and Web Management and Operations Records Websites hrsa gov ask hrsa gov intranet hrsa gov ntacc bhpr hrsa gov See schedule attached *Alice Kroliczak* Alice Kroliczak, Director Business Information Management	10/8/09 Date	
	Madeleine Hess Madeleine Hess, Deputy Director, BHPR	10/9/09 Date	
	Mark Scalettar Mark Scalettar, Chief Enterprise Architect	10/9/09 Date	
	Angela Tuscani Angela Tuscani, HRSA Records Management Officer	10/13/09 Date	

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

1 **Public Website** (www.HRSA gov), (www.ask.hrsa.gov)
The program website, provide information to the public about the agency and its services

The websites include web versions of the following:
   • Information about the agency including mission statements, organizational structure, budgeting, and strategic planning.
   • Press releases and information about special events and conferences
   • Agency policies and guidance
   • Statistics and research conducted by the agency
   • Grant opportunities

The websites also include content including
   • Information about agency programs and services
   • Information about and/or links to online resources related to agency services and programs

2 **Website for Geriatric Education Centers** (http //ntacc bhpr hrsa gov/)
The National Training and Coordination Collaborative (NTACC) website, http //ntacc bhpr hrsa gov/, provides information to Geriatric Education Centers   It is not a public website and requires a password to enter Passwords are generated at NTACC central office, at Case Western Reserve University

The website includes web versions of the following·
   o Information about the NTACC including mission statements, organizational structure, evaluation frameworks, calendar of events, links to publications and other websites
   o Information about special events and conferences
   o Statistical reports compiled by the NTACC on GEC needs assessment data
   o The website also includes content pertaining to current legislation affecting geriatrics education and links to on-line surveys created by the NTACC as part of its quality improvement

YKW
10/19/09

For items 1 and 2:
Disposition: TEMPORARY. Destroy/delete when superseded or obsolete.

3. **Intranet Website** (www intranet hrsa.gov)
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
   • Organizational charts
   • Staff directories
   • Information about agency projects
   • Strategic planning

Disposition: TEMPORARY. Destroy/delete when superseded or obsolete.

4. **Web content snapshot**
Snapshot of agency public website and intranet website taken before significant changes are implemented (i e change of administration, website redesign)

Disposition: TEMPORARY. Destroy when 1 year old of when no longer needed, whichever is later.

Web Management and Operations Records

5 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.

6 Website design records

Records produced in the process of developing and updating design and implementation of pages on the agency websites (internet and intranet), including design records and templates.

Disposition: TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/delete 1 year after cutoff

7 Software records

Records about the products used in the creation and maintenance of the agency websites (internet and intranet) These records include identification of product versions and licenses.

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

8. Records Relating to System Usage

Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.

Disposition: TEMPORARY Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 1c)

9 Records Relating to System Performance Testing

Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.

Disposition: TEMPORARY. Delete/destroy when the program determines they are no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, Item 1a)

10 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)