Request for Records Disposition Authority	Leave Blank (NARA Use Only)
(See Instructions on reverse)	**Job Number**

Request for Records Disposition Authority
(See Instructions on reverse)

To   National Archives and Records Administration (NIR)
     Washington, DC 20408

1   From (Agency or establishment)
Department of Housing and Urban Development (HUD

2   Major Subdivision **Office of Departmental Operations &**
Coordinations (ODOC)

3   Minor Subdivision

4   Name of Person with whom to confer
Pauline Grant, Mgmt. Analyst

5   Telephone (include area code)
(202) 402-7297

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

[xx] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
	Departmental Records Officer	11/6/08

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	RECORDS DISPOSITION SCHEDULE 24 **OFFICE OF THE DEPARTMENTAL OPERATIONS AND** **COORDINATIONS, (ODOC)** The Department of Housing and Urban Development (HUD) is adding Schedule 24, Office of the Departmental Operations and Coordinations, ODOC, Web Management Electronic Records, to HUD handbook, 2225.6, HUD Records Disposition Schedules. The proposed new items will provide descriptions for the new Web Management Electronic System. These files are not used for financial matters related to HUD activities, therefore, GAO concurrence is not required. See the attached Description of Records and Disposition Instructions for the electronic records of the Web Management Electronic Records System.	OFFICE OF THE DEPARTMENTAL OPERATIONS AND COORDINATIONS, (ODOC) 10/29/08 OFFICE OF THE INSPECTOR GENERAL, (OIG) OFFICE OF THE GENERAL COUNSEL, (OGC) K-5-2008	

RECORDS DISPOSITION SCHEDULE 24

OFFICE OF DEPARTMENTAL OPERATIONS AND COORDINATIONS (ODOC)

WEB MANAGEMENT RECORDS

Production websites:

1. Public Facing Site   www hud gov

This is the Department's main public web site   Content files are stored on eight production mirrored servers   content files including written, graphical, video, and/or audio content, style sheets, scripts, and code supporting functionality and delivery of content, and boot sector files residing on production servers

> **Disposition   Temporary** Overwrite or destroy elements or entire website when no longer needed **NOTE: these records are copies, not the original. Originals are managed according to other schedule items.**

Description of Content

The website, www hud gov, is the primary method for HUD to inform the public of its mission and various programs across the entire Department, and for access by business partners and the public to over 50 online applications   The Department disseminates the following information through hud gov   Information on home buying, owning, renting, selling, homeless, home improvements, HUD homes, Fair housing, FHA refunds, avoiding foreclosure, volunteering, organizing, and economic development, in addition to information concerning working with HUD such as grants, programs, and contracts, the site also contains information regarding different resources and tools including a library, handbooks/forms, web casts, online systems, mailing lists, and other important links

2. Content Records

Content Information is published on www hud gov in a variety of formats including CFM pages, PDF files, word processing documents, and spreadsheets   Content is removed from the Web site when it is superseded, obsolete or no longer needed for agency business   Content is copied to tape incrementally on a daily basis, a full copy is made on a weekly basis   These tapes are created for potential site restoration in the event of a failure or other unintentional loss of content

> **Disposition** Delete/destroy tapes after 2 years **NOTE: these records are copies, not the original. Originals are managed according to other schedule items.**

RECORDS DISPOSITION SCHEDULE 24

OFFICE OF DEPARTMENTAL OPERATIONS AND COORDINATIONS
(ODOC)

WEB MANAGEMENT RECORDS

3. Intranet website: hudatwork.hud.gov

This is the Department's internal web site. Content files are stored on mirrored production servers. Content files include written, graphical, video, and/or audio content, style sheets, scripts, and code supporting functionality and delivery of content, and boot sector files residing on production servers.

> **Disposition: Temporary.** Overwrite or destroy elements or entire website when no longer needed. **NOTE: these records are copies, not the original. Originals are managed according to other schedule items.**

Description of Content

The HUDatwork.hud.gov is the Department of Housing and Urban Development's intranet web site. It serves as the primary means of disseminating information and policies to HUD staff, as well as a tool to assist them in their duties. HUD delivers the following information through hudatwork.hud.gov: Departmental initiatives ranging from headquarters to both regional and field offices; management activities including Annual Performance Plans, Delegations of Authority, Strategic Plans and many others, provides an employee directory search and customer service information for all HUD offices; administrative services; emergency and security information; computer and technology information, news and events; jobs and benefits content including employee orientation, employee forms, pay, benefits, and other helpful information; in addition to a library with both general references and HUD references. The site also contains a tool box section that gives users the ability to access an index, calendars, discussions, training, travel, web casts/broadcasts and other important links.

4. Content Records:

Content Information is published on hudatwork.hud gov in a variety of formats including CFM pages, PDF files, word processing documents, and spreadsheets. Content is removed from the Web site when it is superseded, obsolete or no longer needed for agency business. Content is copied to tape incrementally on a daily basis; a full copy is made on a weekly basis. These tapes are created for potential site restoration in the event of a failure or other unintentional loss of content

RECORDS DISPOSITION SCHEDULE 24

OFFICE OF DEPARTMENTAL OPERATIONS AND COORDINATIONS
(ODOC)

WEB MANAGEMENT RECORDS

Disposition: Delete/destroy tapes after 2 years. **NOTE: these records are copies, not the original. Originals are managed according to other schedule items.**

5. Published Social Media Content

The Department's participation in approved social media websites are referred to www.hud.gov as the official source for Departmental information as well as providing over 50 on-line approved applications for public interface. Existing record policies and retention schedules will apply to records created or received from the appropriate program area, field or headquarters office in their official capacity.

Disposition: Temporary Overwrite or destroy elements or entire website when no longer needed. NOTE: these records are copies, not the original. Originals are managed according to other schedule items. (WITHDRAWN)

6. **Web Management Records:**

A. Website/Content Management Records provide the context and structure of the content such as design standards, content standards, templates, and policies which describe the process by which information is added, changed and/or deleted from the site.

Disposition: Destroy/delete when 3 years old (GRS 24, Item 8c)

B. Reports of Site Traffic provides statistical information about the use of the Web site by visitors including: number of unique visitors, number of page views, referring URLs, and browsers used by visitors. These reports are run on a monthly basis.

Disposition: Destroy/delete when 3 years old (GRS 24, Item 8c)

C. Link Reports and 404 Error Reports provide a listing of bad links, missing titles, slow pages, all reported 404 errors, etc. These reports are updated on a monthly basis

Disposition. Destroy/delete when 3 years old (GRS 24, Item 8c)