

## Request for Records Disposition Authority

Records Schedule Number           DAA-0060-2011-0017  
 Schedule Status                    Approved  
  
 Agency or Establishment           Department of Justice  
 Record Group / Scheduling Group   General Records of the Department of Justice  
 Records Schedule applies to       Major Subdivision  
 Major Subdivision                 Criminal Division  
 Minor Subdivision                 Information Technology Management  
 Schedule Subject                 Criminal Division Internal Website (CRMLink)  
 Internal agency concurrences will be provided   No

Background Information           The Criminal Division internal website is called CRMLink and resides on a secured CRMLink server. The web content environment is certified to manage Sensitive But Unclassified (SBU) information only. The content of the website is related to the function and mission of the Criminal Division and sections within. This information consists of research resources, career development, employee assistance programs, policies, programs, and organizational structures. It provides easy access to any information that is of component-wide interest: news, events, tools for doing their jobs and facts needed by Criminal Division employees. CRMLink resides on a secure server that enforces authentication and access controls for Division employees. The information provided on CRMLink is intended solely for use within the Criminal Division. The Application Development Staff of Information Technology Management, a unit within the Office of Administration, develops, maintains and administers the site. Most documents published on the website are covered by the National Archives and Records Administration (NARA) General Records Schedule (GRS) and the Criminal Division Records Schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2011-0017

Sequence Number	
1	Content Records Disposition Authority Number DAA-0060-2011-0017-0001
2	Web Management Records
2 1	Content Management Records Disposition Authority Number DAA-0060-2011-0017-0002
2 2	Reports of Site Traffic Disposition Authority Number DAA-0060-2011-0017-0003
2 3	Broken Links Reports Disposition Authority Number DAA-0060-2011-0017-0004
2 4	Search Result Reports Disposition Authority Number DAA-0060-2011-0017-0005
3	Technical Records
3 1	Traffic Logs Disposition Authority Number DAA-0060-2011-0017-0006
3 2	Server Configuration Files Disposition Authority Number DAA-0060-2011-0017-0007
3 3	Software Records Disposition Authority Number DAA-0060-2011-0017-0008

## Records Schedule Items

Sequence Number	
1	<p><b>Content Records</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0017-0001</b></p> <p>Content Information is published on the CRMLink website in a variety of formats including html-coded pages, flash files, text, graphics, PDFs, Microsoft Office documents, Word Perfect documents, templates, and other links. The record copy of content available on CRMLink is created and stored elsewhere. Content is removed from the website when it is superseded, obsolete, or no longer needed for Criminal Division business. Content is copied to backup tapes incrementally on a daily basis, and 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.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation            <b>Web Content</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      <b>Cut off when removed from website</b></p> <p>Retention Period                        <b>Destroy 2 year(s) after cutoff</b></p> <p>Additional Information</p> <p>GAO Approval                            <b>Not Required</b></p>
2	<p><b>Web Management Records</b></p>
2 1	<p><b>Content Management Records</b></p> <p>Disposition Authority Number      <b>DAA-0060-2011-0017-0002</b></p> <p>Content management records provide the context and structure of the content such as design records, templates which determine the placement of content on a page, and standards which describe the process by which information is added, changed, and/or deleted from the web site.</p>

	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off when material is identified as superseded, obsolete, or no longer needed for agency business
	Retention Period	Destroy 1 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2 2	<b>Reports of Site Traffic</b>	
	Disposition Authority Number	DAA-0060-2011-0017-0003
	Provide statistical information about the use of the website by visitors including the number of visitors, number of page views, referring URLs, and browsers used by visitors. These reports are run on a weekly basis.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year
	Retention Period	Destroy 2 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
2 3	<b>Broken Links Reports</b>	
	Disposition Authority Number	DAA-0060-2011-0017-0004
	Provide a listing of links that return 404 errors. These reports are run on a weekly basis.	

	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the calendar year
	Retention Period	Destroy/delete 6 months after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
2 4	<b>Search Result Reports</b>	
	Disposition Authority Number	DAA-0060-2011-0017-0005
	<b>Provides a list of search items entered by visitors to the website and these reports are run on an as-needed basis</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the calendar year after superseded or obsolete
	Retention Period	Destroy 2 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
3	<b>Technical Records</b>	
3 1	<b>Traffic Logs</b>	
	Disposition Authority Number	DAA-0060-2011-0017-0006

	<p>Gather information about the use of the website by its visitors. Traffic logs do not reveal personally identifiable information (PII) about individual visitors. This information is captured continuously.</p> <p>Final Disposition: Temporary</p> <p>Item Status: Active</p> <p>Is this item media neutral?: Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No</p> <p>Disposition Instruction:</p> <p>Cutoff Instruction: Cut off at the end of the calendar year</p> <p>Retention Period: Destroy 2 year(s) after cutoff</p> <p>Additional Information:</p> <p>GAO Approval: Not Required</p>
<p>3 2</p>	<p><b>Server Configuration Files</b></p> <p>Disposition Authority Number: DAA-0060-2011-0017-0007</p> <p>Provides a description and history of changes made on the various servers related to the operation of the website, including web servers and search servers. These records are created for potential site restoration in the event of a failure of other requirements to restore the site.</p> <p>Final Disposition: Temporary</p> <p>Item Status: Active</p> <p>Is this item media neutral?: Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: No</p> <p>Disposition Instruction:</p> <p>Cutoff Instruction: Cut off at the end of the calendar year after implementation of changes</p> <p>Retention Period: Destroy 2 year(s) after cutoff</p> <p>Additional Information:</p> <p>GAO Approval: Not Required</p>
<p>3 3</p>	<p><b>Software Records</b></p>

Disposition Authority Number	DAA-0060-2011-0017-0008
<b>Describes the products used to create and maintain web presentations. These records include versions of the products used and licenses for products</b>	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the calendar year
Retention Period	Destroy 2 year(s) after cutoff
<b>Additional Information</b>	
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
09/15/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
07/24/2012	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
07/25/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/25/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/15/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist