

Request for Records Disposition Authority

Records Schedule Number **DAA-0060-2013-0002**
 Schedule Status **Approved**

Agency or Establishment **Department of Justice**
 Record Group / Scheduling Group **General Records of the Department of Justice**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Public Facing Social Media Applications**
 Internal agency concurrences will be provided **No**

Background Information **Social Media applications are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. Examples include web publishing, social networking, and media sharing.**

This schedule applies to social media applications that are used to communicate to or with the public. It applies to component managed use of applications and does not apply to the main Office of Public Affairs social media use (scheduled in N1-60-2010-2). It does not apply to social media applications that support internal communications among Department of Justice staff and contractors.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2013-0002

Sequence Number	
1	Social Networking Sites/Platforms hosted on public servers (not DOJ)
1.1	Unique Content Disposition Authority Number DAA-0060-2013-0002-0001
1.2	Posting Log Disposition Authority Number. DAA-0060-2013-0002-0002

Records Schedule Items

Sequence Number	
1	<p>Social Networking Sites/Platforms hosted on public servers (not DOJ) Social Networking sites/platforms such as facebook, Youtube, and twitter, provide information to registered users and may also be used to promote communication and collaboration among users NOTE content residing on publicly-owned social media servers is not managed by DOJ the Department only owns/manages the content and logs maintained on DOJ recordkeeping systems These items refer to content and logs as prepared for posting to third party sites</p>
1 1	<p>Unique Content</p> <p>Disposition Authority Number DAA-0060-2013-0002-0001</p> <p>Original content created for the purpose of posting to a social media 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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of the calendar year</p> <p>Retention Period Destroy 4 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1 2	<p>Posting Log</p> <p>Disposition Authority Number DAA-0060-2013-0002-0002</p> <p>DOJ staff will maintain a log as a record that describes material posted The log will include a description of the content, links, author, date uploaded, and date removed</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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	Cut off at the end of the calendar year.
Retention Period	Destroy 4 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
12/11/2012	Return to Submitter	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
01/10/2013	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
05/20/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
05/30/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/03/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/04/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist