

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-060-06-5</i>	DATE RECEIVED <i>6-7-2006</i>
1 FROM (Agency or establishment) United States Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Justice Management Division, Office of the Chief Information Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION E-Government Services Staff, Internet Services Office			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Tim Kelley</i> Tina Kelley	5 TELEPHONE <i>5/26/06</i> (202) 616 - 0992	DATE <i>10/20/06</i>	ARCHIVIST OF THE UNITED STATES <i>Mark L...</i>

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 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 <i>5/26/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W Berglund</i>	TITLE Bernard W Berglund Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><u>Department of Justice (DOJ) Web Site</u></p> <p>The Department of Justice (DOJ) public Web site on the <i>usdoj.gov</i> server is the primary tool for DOJ to inform the general public of its mission and activities and serves as a gateway to DOJ component public Web sites and to a wide variety of information created by DOJ and its component organizations. The Office of the Chief Information Officer (OCIO) develops, maintains and administers the site. The Office of Public Affairs and DOJ component organizations authorize the posting of information on the Web site.</p> <p>Description of content on <i>usdoj.gov</i>.</p> <p>DOJ disseminates information through <i>usdoj.gov</i> such as: annual reports, testimony, speeches, and press releases; DOJ briefs in major cases; consent decrees; business review letters; memoranda; and research and statistical reports. Most documents published on the Web site are covered by the records schedule of the component organization that originated the content.</p> <p style="text-align: right;"><i>cc Agency, NWML</i></p>		

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1 Content Records

Content Information is published on the usdoj gov Web site in a variety of formats including html-encoded pages, PDFs, word processing documents, and templates. 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

2 Web Management Records

A 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, standards which describe the look and feel of the site, and policies which describe the process by which information is added, changed and/or deleted from the site.

Disposition Delete/destroy 2 years after superseded, obsolete, or no longer needed for agency business

B Procedures for Preparing Site for Change of Administration provides description of steps required to capture a snap shot of the site at the end of an Administration and to create an administration-neutral site.

Disposition Destroy/delete after 10 years

C Reports of Site Traffic provide statistical information about the use of the Web site by visitors including number of visitors, number of page views, referring URLs, and browsers used by visitors. These reports are run on a weekly basis.

Disposition Delete/destroy after 5 years

D Broken Links Reports provide a listing of links that return 404 errors. These reports are run on a weekly basis.

Disposition Delete/destroy after 6 months

- E. Search Result Reports provide a list of search terms entered by visitors to the Web site. These reports are run on an as-needed basis.

Disposition: Delete/destroy 2 years after superseded, obsolete or no longer needed for agency business.

3. Technical Records.

- A. Traffic Logs gather information about the use of the Web site by the visitors. Traffic logs do not reveal personally identifiable information about individual visitors. This information is captured continuously.

Disposition: Delete/destroy after 5 years.

- B. Server Configuration Files provide a description and history of changes made on the various servers related to the operation of the Web site, including web servers and search servers. These records are created for potential site restoration in the event of a failure or other requirement to restore the site..

Disposition: Delete/destroy 2 years after implementation of changes.

- C. Software records describe the products used to create and maintain web presentations. These records include versions of the products used and licenses for products..

Disposition: Delete/destroy 2 years after products are replaced.

- D. Server Maintenance Records and system log files describe events performed on the servers including login attempts and error reports. This information is captured continuously.

Disposition: Delete/destroy after 2 years

4. Electronic version of e-mail messages and word processing documents.

Capture of email record information into another record keeping system, whether paper or electronic, means capture of email and content and contextual information. Capture should include message content, attachments, available transmission and receipt information, information that reflects when the email was created, and the names of all recipients.

Disposition: Delete after capture into an appropriate DOJ record keeping system.