

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-09-043

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/01/2020

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1 remains active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Items 2a-d are superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004).

Items 3a-c are superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004).

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-060-09-43</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/23/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Justice Management Division, OCIO			
MINOR E-Government Services Staff, Intranet Services			
4 NAME OF PERSON WITH WHOM TO CONFER Tina Kelley	5 TELEPHONE NUMBER 202-616-0992	DATE <i>9/23/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>3</u> 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/23/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>[Signature]</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center"><b>DOJ internal website (DOJNet)</b></p> <p>The Department of Justice (DOJ) internal website on the Rockville Data Center server is the Department of Justice's Intranet DOJNet provides easy access to any information that is of Department wide interest news, events, tools for doing their jobs and facts needed by DOJ employees DOJNet is on a secure server that limits access to DOJ employees The information provided on DOJNet is intended solely for use within the Department The Office of the Chief Information Officer (OCIO) develops, maintains and administers the site The DOJ component organizations authorize the posting of information on their section of the website Attached is a listing of those components</p> <p align="center"><b>SEE ATTACHED</b></p>		

## Department of Justice: Justice Management Division: DOJNet

### Description of content on DOJNet

The content of a DOJ website shall be related to the function and mission of the office, board, division, or component of the Department. This information consists of research resources, career development, employee assistance programs, policies, programs, and organizational structures. Most documents published on the website are covered by the records schedule of the component organization that originated the content.

#### 1 Content Records

Content Information is published on the DOJNet website in a variety of formats including html-coded pages, PDFs, word-processing documents, and templates. Content is removed from the website 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 Reports of Site Traffic 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.

Disposition Destroy/delete after 5 years

- c Broken Links Reports provide a listing of links that return 404 errors and orphan files. These reports are run on a weekly basis.

Disposition Destroy/delete after 6 months

- d Search Result Reports provide a list of search items entered by visitors to the website. These reports are run on an as-needed basis.

Disposition Destroy/delete 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 website by its visitors. Traffic logs do not reveal personally identifiable information (PII) about individual visitors. This information is captured continuously.

Disposition Destroy/delete 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 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.

Disposition Destroy/delete 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 Destroy/delete after 2 years