

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-4p</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/21/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Tax Division			
MINOR Office of Management and Administration			
4 NAME OF PERSON WITH WHOM TO CONFER Rhonda E Royal	5 TELEPHONE NUMBER 202-616-1324	DATE <i>9/21/09</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>1</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>9/21/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 style="text-align: center;">Intranet (TAXweb) TAXnet</p> <p>The Tax Division internal website provides easy access to any information that is of component-wide interest news, events, tools for doing their jobs and facts needed by Division employees TaxWeb is on a secure server that limits access to Tax Division employees The information provided on TaxWeb is intended solely for use within the Division The Office Policy and Planning develops, maintains and administers the site Tax Division managers authorize the posting of information on their section of the website</p> <p style="text-align: center;">SEE ATTACHED</p>		

Department of Justice, Tax Division Intranet (TAXnet)

Description of Content on TAXnet:

The content of TAXnet is related to the function and mission of the Tax Division, its Executive Office, Office of Administration and Litigating Sections

- 1 Web content
 - a Pages containing copies of agency issuances -- Destroy when superseded, obsolete, or no longer needed for the conduct of agency business
 - b All other pages -- Destroy when 2 years old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later
- 2 Web management and operations records -- Destroy when 2 years old or when related web content records are destroyed, whichever is later