

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-58</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2009-9-25	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Civil Rights Division			
MINOR Administration Section			
4. NAME OF PERSON WITH WHOM TO CONFER Gary Wong <i>Gary Wong</i>	5 TELEPHONE NUMBER 202-514-4224	DATE <i>11/20/09</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>2</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>9/28/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Platte</i>		TITLE Director, ORMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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;">The Insider</p> <p>The Civil Rights Division (CRT) 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 CRT employees The Insider is on a secure server that limits access to CRT employees The information provided on The Insider is intended solely for use within the component The Civil Rights Division develops, maintains and administers the site</p> <p style="text-align: center;">SEE ATTACHED</p>		

Department of Justice: _

Description of Content on The Insider

The content of The Insider is related to the function and mission of the Division, its Executive Office and its nine Litigating Sections.

1. Content Records

Content is published on The Insider in a variety of formats, including HTML, PDFs, word-processing documents. Content information is provided by static files and database records. Site owners and subject matter experts are asked to annually certify the accuracy, and currency of content information provided in static files for their site. Content is removed from the website when it is superseded, obsolete or no longer needed for division business. The insider is a secondary location for administrative content. The Insider provides a logical grouping of content and simpler search mechanisms for Division employees and contractors.

Disposition: TEMPORARY, delete/destroy content after it becomes superseded, obsolete, or no longer needed for agency business.

2. Web Management Records

- a. Content Management Records provide content context and structure: 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. Site Logs gather information about the operation of the website including access and errors. Logs do identify accounts used to authenticate to The Insider and could be used to correlate pages accessed during a browsing session. This information is captured continuously, but retained only for troubleshooting purposes. No usage statistics are generated from this information

Disposition: Destroy/delete after 30 days.

- c. Server Configuration Files provide a description of the current configuration of the server and search servers. These records are managed through the Configuration Management process

Disposition: Delete/destroy when superseded, obsolete or no longer needed for agency business. Configuration information is maintained via CM.

- d. Search index is the data queried for searches. The index is rebuilt daily during the week. It contains no unique information or records.

Disposition TEMPORARY, this information is destroyed and rebuilt daily.