# **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

**Schedule Number: N1-060-09-061** 

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Item 1 according to the agency this items is no longer being used. Item 2a - 2d. Were superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004).

Date Reported: 8/21/2024 N1-060-09-061

**INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE** 

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NÙMBER N1 - 060 - 09 - 61			
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 9/25/09				
1 FROM (Agency or establishment) U.S. Department of Justice			NOTIFICATION TO AGENCY				
2 MAJOR SUBDIVISION Office of the Inspector General			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				
Management and Planning Division			approved" or "withdrawn" in column 10				
Jane H. Alperson		5 TELEPHONE 202-616-4550	ARCHIVISTOF THE UNITED STATES				
I hereby ce records pro needed afte	posed for disposal on the attache	or this agency in matters pertaining d2 page(s) are not needed and that written concurrence from Guidance of Federal Agencies,	ed now for	the bueral Ac	isiness for th	us agency or will not be ffice, under the	
DATE SIGNATURE OF AGENCY REPRESENTATIVE			TITLE				
9/30/2019 Jeanetas hate			Devidor opino				
7 ITEM NO	8 DESCRIPTION OF ITEM A	ND PROPOSED DISPOSITION	SUP	GRS ERSED CITATI	ED JOB	10 ACTION TAKEN (NARA USE ONLY)	
	in the U.S. Department of Just OIG investigates alleged viol laws, regulations, and ethical conduct of the Department's and diverse activities. The O assists management in promo efficiency, and effectiveness financial, contractual, and graduate of the U.S. Department of Justice OIG investigates alleged violence of the Department's and diverse activities. The OIG assists management in promo efficiency, and effectiveness financial, contractual, and graduates of the U.S. Department of Justice OIG investigates alleged violence of the Department's and diverse activities.	lations of criminal and civil I standards arising from the employees in their numerous DIG provides leadership and oting integrity, economy, within the Department and its					
	(SEE ATTACHED)						

# U.S. Dep.... tment of Justice Office of the Inspector General Management and Planning Division OIGNet

The OIGNet is an Intranet web site, supported by a content management system that enables OIG management to provide a variety of information to OIG employees, including OIG policies, procedures, documents, and forms.

# **OIGNet Content Description.**

The content of the OIGNet web site shall be related to the function and mission of the office, division, and general operations of the OIG. This information includes, but is not limited to, administrative, operational, and programmatic policies, procedures, guidance, forms, as well as resources related to career development and training. OIGNet also provides video training, links to DOJ websites and other online government resources, component references, application access, and standard templates that assist employees in performing their functions according to OIG standards. OIGNet is supported by a content management system. A search function enables employees to find employees, relevant information, and documents in the system.

#### 1. Content Records.

<u>Description</u>: Content information is published on the OIGNet website in a variety of formats including: HTML coded pages, flash files, PDFs, Microsoft Office documents, templates, and internal and external links. The record copy of content available on OIGNet is created and stored elsewhere. 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, and 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.

<u>Disposition:</u> TEMPORARY. Cut off when removed from website. Delete/destroy 1 year after cutoff.OIG

#### 2. Web Management Records.

a. Content Management Records: 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, and standards which describe the process by which information is added, changed, and/or deleted from the web site.

<u>Disposition</u>: TEMPORARY. Cut off when material is identified as superseded, obsolete, or no longer needed for agency business. Delete/destroy 1 year after cutoff.

b. <u>Site Management Records:</u> Site Management records provide statistical information about the use of the website by its visitors. No Personally Identifiable Information (PII) is captured.

Disposition: TEMPORARY. Cut off when material is identified as superseded, obsolete, or no longer needed for agency business. Delete/destroy 5-years after cutoff.

2. A Heved

STANDARD FORM 115 (REV 3-91) 1/7
Prescribed by NARA 36 CFR 1228

PREVIOUS EDITION NOT USABLE

c. <u>Server Configurate.</u> 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 site failure.

<u>Disposition</u>: Destroy/delete 2 years after implementation of changes.

d. <u>Software records</u> describe the products used to create and maintain web presentations. These records include versions of the products used and licenses for products.

<u>Disposition</u>: Destroy/delete after 2 years.

### 3. System Documentation.

Disposition: TEMPORARY. Delete/destroy when superseded or obsolete. QRS 20.11