

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-09-061

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Items 2a-d are superseded by GRS 3.1, item 020 (DAA-GRS-2013-0005-0004).

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-060-09-61</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/25/09</i>	
1 FROM (Agency or establishment) U.S. Department of Justice		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Management and Planning Division			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Jane H. Alpers</i> <i>Jane H. Alpers</i>	5 TELEPHONE 202-616-4550	DATE <i>9/25/09</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>9/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette White</i>		TITLE <i>Director, OPI</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>OIGNet</b>  The Office of the Inspector General (OIG) was established in the U.S. Department of Justice on April 14, 1989. The OIG investigates alleged violations of criminal and civil laws, regulations, and ethical standards arising from the conduct of the Department's employees in their numerous and diverse activities. The OIG provides leadership and assists management in promoting integrity, economy, efficiency, and effectiveness within the Department and its financial, contractual, and grant relationships with others.  <b>(SEE ATTACHED)</b>		

**U.S. Department 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.**

Description: 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.

Disposition: 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.

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

- b. Site Management Records: 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  
Altered w/  
concurrence of OIG  
and ORMP  
1/7/10

3. System Documentation.

c. 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 site failure.

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

d. 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.

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