

**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 Content is removed from the website when it is superseded, obsolete, or no longer needed for agency business.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 Cut off when material is identified as superseded, obsolete, or no longer needed for agency business.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.

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- 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.

3. System Documentation.

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 Delete/destroy when superseded or obsolete.

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