

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-10-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/13/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Public Affairs			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Linda Fitzgerald-Williams	5 TELEPHONE NUMBER 202-514-6667	DATE <i>10/10</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 _____ 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>10/8/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE JEANETTE PLANTE <i>[Signature]</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 align="center">SOCIAL MEDIA (WEB 2.0) APPLICATIONS</p> <p>Social Media or 'Web 2.0 applications' are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. Some well-known examples include wikis, blogs, forums, social networking sites, tagging and media sharing.</p> <p>This schedule applies to the content maintained by the Office of Public Affairs on usdoj.gov and/or commercial social networking sites not hosted on DOJ servers.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice, Office of Public Affairs: SOCIAL MEDIA (WEB 2.0) Applications

Hosted on DOJ Servers

1. Web Logs (Blogs)

These blogs are part of the justice.gov website where content is posted by PAO staff for public consumption. They are intended to communicate with the public about the work of the Department of Justice using plain language and multimedia assets like pictures, videos and audio clips. The blogs may also link to other websites within and outside the Department of Justice. Each blog posting of a particular subject consists of a title, body, author, and a post date.

Disposition: PERMANENT, cut off at end of Presidential Administration Transfer to the National Archives one year after cut off.

Hosted on public servers (not DOJ)

2 Social Networking Sites.

The Department of Justice has created accounts on several commercial social networking sites in order to provide information to the public. These social networking sites include Facebook, YouTube, and Twitter. Individuals who visit Department of Justice account pages, or interact with these accounts, may be registered users of the social networking service. When interacting with a Department of Justice account, users are not required to provide any information to the Department of Justice. Any information users may have provided to the social networking service, for which they have registered independently, is voluntarily contributed and is neither accessible nor maintained by any Department of Justice entity

****Note: The Department of Justice does not manage the content on these public servers. Department of Justice content is created, saved, and then posted to these sites. This section applies to the content saved and maintained by DOJ/PAO Staff in DOJ recordkeeping systems.****

Facebook Page (or similar)

a. The profile and original content

The content will include the initial profile, any changes to the profile, and may include original material.

Disposition. TEMPORARY, cut off at end of Presidential Administration. Destroy/delete one year after cutoff.

b. Log of posted content

PAO Staff will maintain a "log" or register that describes material posted by DOJ/PAO staff to include a brief description of content, links, source office, date uploaded and date removed.

Disposition. TEMPORARY, cut off at the end of the Presidential Administration. Destroy/delete one year after cutoff.

YouTube Videos

d. Videos posted on YouTube:

Disposition: Record copy maintained by originating component which is maintained in accordance with approved records schedule.

Twitter

A micro-blogging site used to send out alerts about speeches, press briefings and other DOJ news and information. It will only be used to "point" or "redirect" followers to the DOJ website.

Disposition. NON-record. Destroy/delete when no longer needed.