

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-065-07-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-27-2006</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 FEDERAL BUREAU OF INVESTIGATION			
3. MINOR SUBDIVISION OFFICE OF PUBLIC AFFAIRS			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>11/21/06</i>	ARCHIVIST OF THE UNITED STATES <i>William L. Hooten</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> 1 </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>11/21/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Hooten</i>		TITLE ASSISTANT DIRECTOR
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 GRS OR SUPERSEDED JOB CITATION	10.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">Subscription Management System</p> <p>The Federal Bureau of Investigation (FBI) has implemented a new process to provide the public with better service and access to relevant information by proactively delivering e-mail alerts whenever web pages on the FBI's public website (www.fbi.gov) are updated. Customers can sign up online to receive e-mail notifications of updates to approximately 150 content areas, including the Ten Most Wanted list, news releases, etc. This subscription management system is maintained by a vendor, who hosts the e-mail address list and maintains records of each user's subscription options. No personal information other than the e-mail address is collected or maintained.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>1. Inputs: Website visitors complete an online form, which contains fields for their e-mail address, password (optional), and subscription options.</p> <p>Disposition: See instructions in item 2 below.</p> <p>2. Master File: The subscription management system maintains a record of the user's email address, password (optional), and his/her selected notification options.</p> <p>Disposition: DELETE e-mail address, metadata, and related records from the system upon user's termination of his/her subscription.</p> <p>3. Outputs:</p> <p>a. Notification alerts: Automated notifications are sent to subscribers whenever a webpage is updated. A record of each alert is maintained along with a list of recipients.</p> <p>Disposition: DELETE/DESTROY when 10 years old or when no longer needed for administrative purposes, whichever is later.</p> <p>b. Statistical reports: Reports on the number of subscribers, most popular content areas, etc.</p> <p>Disposition: DELETE/DESTROY when 5 years old or when no longer needed for administrative purposes, whichever is later.</p> <p>4. System Documentation:</p> <p>Disposition: DELETE/DESTROY when superseded or obsolete, or upon authorized deletion of the related master file.</p>		