

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-148-09-6</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>9/24/09</i>	
2 MAJOR SUB DIVISION Executive Office for U S Attorneys		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Gail C Ratliffe	5 TELEPHONE 202 616 6876	DATE WITHDRAWN	ARCHIVIST OF THE UNITED STATES WITHDRAWN
<p>6 AGENCY CERTIFICATION</p> <p>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 of 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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE <i>9/22/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jennifer P. [Signature]</i>	TITLE <i>Director, ORMP</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Executive Office for United States Attorneys and United States Attorneys' Intranet (USAnet) See Attached		WITHDRAWN

Executive Office for United States Attorneys and United States Attorneys' Intranet (USAnet)

U. S. Department of Justice

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Organizational Context

The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat. 73, § 35), and the mission of the United States Attorneys' Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide 28 U.S.C. § 547. By Attorney General Order No. 8-53 (April 6, 1953), the Executive Office for United States Attorneys (EOUSA) was created to "[p]rovide general executive assistance and supervision to the offices of the United States Attorneys" 28 C.F.R. § 0.22.

Intranet System Description

The EOUSA and USAO internal website provides easy access to any information that is of component-wide interest: news, events, tools for doing their jobs and facts needed by EOUSA/USAO employees. USAnet resides on secure servers that limit access primarily to EOUSA and USAO employees; however, two other DOJ litigating components (the Criminal Division and the Environment and Natural Resources Division) have been granted permission to view certain portions of this intranet.

The EOUSA Office of the Chief Information Officer (OCIO) develops, maintains and administers the site. Subject matter and program managers within EOUSA and the USAOs authorize the posting of and/or post information on designated sections of the website, and these individuals are the official records custodians, **and all informational material posted on USAnet is deemed a copy and NOT the official record.**

Description of Content on USAnet

The content of USAnet is related to the mission and functions of the EOUSA and the 94 United States Attorneys' Offices. USAnet has been in existence for 10 years.

1 Content Records

Content information is published on in a variety of formats, including static HTML pages, PDFs, word-processing documents, and several web-based applications serving data from a database backend. These applications currently include in-house ColdFusion applications and Microsoft Office SharePoint Server. Site owners and subject matter experts are asked to certify the accuracy, currency and functioning of their site on a quarterly basis. Content is removed from the website when it is superseded, obsolete or no longer needed for division business. USAnet is a secondary location for content. USAnet provides a logical grouping of content and simpler search mechanisms for approximately 17,000 users.

A full backup of content is performed weekly; incremental backups are performed nightly. Backups are created for potential site restoration in the event of a failure or other unintentional loss of content. Backups are kept for 180 days before being overwritten.

Disposition: TEMPORARY. Delete/destroy content after it becomes superseded, obsolete, or no longer needed for agency business.

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Executive Office for United States Attorneys and United States Attorneys' Intranet (USAnet)

2 Web Management Records

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- a Content Management Records provide content context and structure design records, templates which determine the placement of content on a page, standards which describe the look and feel of the site, and policies which describe the process by which information is added, changed and/or deleted from the site

Disposition: TEMPORARY Destroy/delete 2 years after it becomes superseded

- b Reports of Site Traffic provide statistical information about the use of the website by visitors including the number of visitors, number of page views, referring URLs, browsers used by visitors, and 404 (page not found) errors received

Disposition: TEMPORARY Delete/destroy content after it becomes superseded, obsolete, or no longer needed for agency business

- c Search Result Reports provide a list of search items entered by visitors to the website

Disposition: TEMPORARY Delete/destroy content after it becomes superseded, obsolete, or no longer needed for agency business

- d Traffic Logs gather information about the use of the website by its visitors. Traffic logs do not directly reveal personally identifiable information (PII) about individual visitors, but may provide a User ID or IP address that could be traced to a person through other systems. This information is captured continuously

Disposition: TEMPORARY Delete/destroy content after it becomes superseded, obsolete, or no longer needed for agency business

- e 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 failure of other requirements to restore the site

Disposition: TEMPORARY Delete/destroy within 180 days years after superseded, obsolete or no longer needed for agency business

- f 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: TEMPORARY Destroy/delete 2 years after licenses expire or no longer needed for agency business (e.g., to view materials on USAnet), whichever is later

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