

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0436-2013-0001

## Request for Records Disposition Authority

Records Schedule Number DAA-0436-2013-0001  
Schedule Status Returned Without Action

Agency or Establishment Bureau of Alcohol, Tobacco, Firearms, and Explosives  
Record Group / Scheduling Group Records of the Bureau of Alcohol, Tobacco, Firearms, and Explosives  
Records Schedule applies to Major Subdivision  
Major Subdivision Office of Science and Technology (OST)  
Schedule Subject ATF Web Portal  
Internal agency concurrences will be provided No

### Background Information

The ATF Web Portal is an Intranet website that provides information and links to information and applications that are useful to Bureau personnel in performing their duties, in learning about Bureau activities, events, policies, procedures, and services, and understanding the workplace and employee benefits and services. The Web Portal is on a secure server that limits access to only ATF personnel who are authorized to login to the ATF internal network. Information and applications available are solely intended for use within the Bureau for mission operations and administration. The Office of Science and Technology maintains and administers the Web Portal. Bureau components authorize the posting of information and links on their sections of the Web Portal. Communities of Interest can be established on the Web Portal to share and collaborate on information related to a particular mission or function. New content developed by Communities of Interest that qualifies as official records must be copied to recordkeeping systems governed by other records schedules. The Web Portal is not a repository for official records. The Web Portal also provides links to external websites such as the ATF Internet Website, The DOJ Internet Website, and the DOJ Intranet Website. Bureau personnel can also access the open Internet through a DOJ firewall.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

### GAO Approval

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## Outline of Records Schedule Items for DAA-0436-2013-0001

Sequence Number	
1	Web Content Files Disposition Authority Number: DAA-0436-2013-0001-0001
2	Web Management and Technical Files Disposition Authority Number: DAA-0436-2013-0001-0002

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## Records Schedule Items

Sequence Number	
1	<p><b>Web Content Files</b></p> <p>Disposition Authority Number      DAA-0436-2013-0001-0001</p> <p>Content in a variety of formats (to include but not limited to, HTML, PDF, word processing, spreadsheets, slide presentations, graphics, and video and audio recordings) about the Bureau and its mission, functions, and administration can be searched and retrieved on the Web Portal. Information is a copy of, or a link to, the record copy of information which is stored elsewhere and controlled by other records schedules. New content developed by Communities of Interest that qualifies as official records must be copied to recordkeeping systems governed by other records schedules. The Web Portal is not a repository for official records.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Withdrawn</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Applies to electronic intranet records only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      No</p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      Delete when content is superseded, obsolete, or no longer needed for Bureau operations or administration.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p>
2	<p><b>Web Management and Technical Files</b></p> <p>Disposition Authority Number      DAA-0436-2013-0001-0002</p> <p>Management files include, but are not limited to, records documenting the process of content publishing and management, such as design records, standards describing the look and feel of the Portal, and procedures describing the process by which information is added, changed, or deleted. Also includes training and technical manuals and records documenting changes and additions to Portal content, such as user bulletins and announcements, content providers' requests</p>

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for modifications to existing content and requests for changes to the Portal home page. Technical files include, but are not limited to, user logs, search logs, traffic logs, server configuration files, and software products used to create and maintain web content.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Retention Period Delete when content is superseded, obsolete, or no longer needed to operate and maintain the Web Portal.

## Additional Information

GAO Approval Not Required

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## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
02/02/2013	Certify	Thomas Hill	ATF Records Officer	Bureau of Alcohol Tobacco Firearms and Explosives - Bureau of Alcohol Tobacco Firearms and Explosives
07/31/2015	Return Without Action	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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