

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To: **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

Job Number

NI-436-08-9

1 From (Agency or establishment)

**Bureau of Alcohol, Tobacco, Firearms, & Explosives**

Date Received

3/13/08

2 Major Subdivision

**Office of Science and Technology**

3 Minor Subdivision

**Information Services Division**

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer

**Michelle Thomas**

5 Telephone (include area code)

**202-648-7527**

Date

7/11/08

Archivist of the United States

*Alb. Weerts*

### 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 3 page(s) are not now needed 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:

is not required       is attached       has been requested

Signature of Agency Representative

*Michelle Thomas*

Title

**ATF Records Officer**

Date (mm/dd/yyyy)

**3/10/08**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<b>Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Website</b>		

**Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Website**

**Description of web site:** The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) public website, *ATF.gov*, is the primary tool for the ATF to inform the general public of its mission and activities and serves as a gateway to hundreds of ATF component public web sites and to a wide variety of information created by the ATF and its component organizations. The Office of the Chief Information Officer (OCIO) develops, maintains and administers the site. The Office of Public Affairs authorizes the posting of information on the Website.

**Description of content on ATF.gov** The information ATF disseminates through *ATF.gov* includes: testimony, speeches, and press releases; ATF briefs in major cases; consent decrees; business review letters; memoranda; research and statistical reports; Freedom of Information Act processed documents; and documents required by Congress. Most documents published on the web site are covered by the records schedule of the component organization that originated the content.

1. **Content Records.**

- A. Content Information is published on the *ATF.gov* website in a variety of formats including html-encoded pages; PDFs; Word documents; and templates. Content is copied to tape, incrementally on a daily basis; a full copy is made on a weekly basis. These copies are created for potential site restoration in the event of a failure or other unintentional loss of content.

**Disposition:** Delete/destroy tapes <sup>after 2 years.</sup> ~~2 years after the content is removed from the site.~~

5/15/08  
per SOC  
-RF

- B. Content Management Records provide the context and structure of the content including site maps; 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:** Delete/destroy when no longer required for review purposes.

- C. Reports of Site Traffic provides statistical information about the use of the web site by visitors including: number of visitors, number of page views, referring URLs, and browsers used by visitors. These reports are run on a weekly basis.

**Disposition:** Delete/destroy when no longer required for review purposes.

- D. Broken Links Reports provide a listing of links that return 404 errors. These reports are run on a weekly basis.

**Disposition:** Delete/destroy when superseded.

- E. Search Result Reports provide a list of search terms entered by visitors to the web site. These reports are run on an as-needed basis.

**Disposition:** Delete/destroy when no longer required for review purposes.

## 2. Technical Records.

- A. Traffic Logs gather information about the use of the website by the visitors. Traffic logs do not reveal any information about individual visitors. This information is captured continuously.

**Disposition:** Delete/destroy when no longer required for review purposes.

- B. Server Configuration Files, change management files, and server policies provide a description and history of changes made on the various servers related to the operation of the web site, including web servers and search servers. These records are created for potential site restoration in the event of a failure or other requirement to restore the site.

**Disposition:** Destroy when no longer required for review purposes.

- C. 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:** Delete/destroy 2 years after products are replaced.

D. Server Maintenance Records and system log files describe events performed on the servers including login attempts and error reports.

**Disposition:** Delete/destroy when no longer required for review purposes.