

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Coordinator for Reconstruction and Stabilization (S/CRS)

4. NAME OF PERSON WITH WHOM TO CONFER
Alice S. Ritchie

5. TELEPHONE
(201) 261-8511

DO NOT WRITE IN THESE AREAS (NARA use only)

JOB NUMBER
N1-59-06-7

DATE RECEIVED
2/6/06

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 2 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; or has been requested.

DATE
January 31, 2006

SIGNATURE OF AGENCY REPRESENTATIVE
Margaret G. Peppe

Margaret G. Peppe

TITLE
Deputy Director, Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Coordinator for Reconstruction and Stabilization (S/CRS) Web site (www.crs.state.gov)</p> <p>See Continuation pages</p>		

1. **Office of the Coordinator for Reconstruction and Stabilization (S/CRS) Web site**
(www.crs.state.gov)

The Office of the Coordinator for Reconstruction and Stabilization (S/CRS) Web site is tailored for U.S. Government and non-government organizations that focus on reconstruction and stabilization issues. It is designed to provide information about the activities of the S/CRS. S/CRS leads and coordinates U.S. Government planning, and institutionalize U.S. capacity, to help stabilize and reconstruct societies in transition from conflict or civil strife so they can reach a sustainable path toward peace, democracy and a market economy. The site changes frequently depending on the activity of the office. Some editing takes place daily and at other times there is a large expansion of content when a large portion of information is developed and goes live on the site.

Much of the content on the site is originally produced by CRS, thus it may not have been captured elsewhere, however, some information may be captured elsewhere since there are links on the site to NGO's, other State Department offices, other interagency offices, and private think tanks that have been around far longer than this site.

The program that generates the website is PortalX, which is maintained by the Department's Bureau of Information Resource Management.

a. **S/CRS Website Content Records**

Contains PowerPoint slide presentations about the office, division write-ups, SUB-PCC write-ups, academic out reach pages, lessons learned pages, and a country engagement section.

Disposition: TEMPORARY. Delete when no longer needed for reference.

b.

Web Management and Operations Records

(1) User E-Mail Documents

E-mail messages that contain e-mail addresses of users who submit information for mailing list purposes, or for submitting resumes for consideration in the future expansion of the office. Also contains feedback comments to the webmaster. Messages are maintained in an Outlook folder titled User Responses, which is maintained by the webmaster.

Disposition: TEMPORARY. Hold in Outlook folder for 5 years and then delete.

(2) Website Directory

Contains a file listing of when pages/files/images were last updated. The directory is designed to mirror intuitively the makeup of the website that the user sees. Once removed/deleted, no further listing of these files remains in the directory.

Disposition: TEMPORARY. Delete when no longer needed for reference.