

# 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

Bureau of Public Affairs

3 Minor Subdivision

4 Name of Person with whom to confer

Margaret E. Keapproth

5 Telephone (include area code)

(202) 663-2170

## Leave Blank (NARA Use Only)

Job Number

NF 059-09-4

Date Received

11/14/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

11 Dec 10

Archivist of the United States

### 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 7 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

Tasha M. Thian

Title

Agency Records Officer

Date (mm/dd/yyyy)

11-06-2008

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation pages		

**SF-115 Continuation Pages**  
**Bureau of Public Affairs**  
**Department of State Public Website**  
**([www.state.gov](http://www.state.gov))**

**1. State Department Public Website ([www.state.gov](http://www.state.gov))**

Description: The state.gov website is intended to inform the American public of international relations and the work of the U.S. Department of State. It is a collection of linked electronic pages and databases including video, audio, etc. The site is managed by the Office of Electronic Information, Bureau of Public Affairs, who receives data from department bureaus and appropriate agencies multiple times a day 24/7 for publication on the website. The website contains U.S. foreign policy and information about the Department per presidential administration.

Primary customers are the general public searching for information about foreign policy and the State Department as well as general information on foreign countries and travel/services information. Another influential external customer is the press who relies upon State.gov for daily press briefings and all other press releases and conveys critical news to the public. Internal customers include 60 bureaus/offices that depend on Public Affairs to review and edit content, develop websites/pages, and post content.

- a. Web content consists of State web pages that contain duplicate information maintained in other department recordkeeping systems.

Disposition: TEMPORARY. Delete these pages as they are superseded or are no longer needed for reference.

DispAuthNo: New item.

- b DipNote Blog Page. Contains information (textual, audio, video) intended to give the public a chance to become active participants in a community focused on world issues. It allows on-line questions and discussion, offers a behind the scene look at the Department, and an official forum for exchanging ideas. Department employees are also invited to tell their stories and share their experiences.

Disposition: PERMANENT. Cutoff and transfer to the National Archives at the end of each calendar year. Initial transfer in 2011 will include the 2010 postings and archived blog postings for 2007-2009. All subsequent yearly transfers will only include postings from the previous calendar year. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance for web records in effect at the time of transfer.

DispAuthNo: New item.

c. Archive File contains full copy of web content taken at the end of presidential administrations and captured/archived by PA/EI. These archives will remain as live, accessible websites for perpetuity, and can be accessed from the current sites. Covers the period 1989 to present.

Disposition: PERMANENT. Cutoff and retain snapshot of content at the end of each presidential administration. Transfer records to the National Archives upon completion of a four year administration or upon completion of an eight year administration if a president is reelected. Transfer is to be completed in accordance with NARA regulations and guidance on web records in effect at the time of transfer.

DispAuthNo: New item.

## **2. Website Management and Operations Records**

Files consist of documents created or received in the development, design, implementation, operations, and maintenance of the State Public Website.

Disposition: TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/delete 1 year after cutoff.

DispAuthNo: New item.

NA Revision Date: August 4, 2010

## Technical Review of Potentially Permanent Web Content Records

### General Information

#	Question	Response
1	What is the name and URL of the website being scheduled?	US Department of State's archive sites at <a href="http://1993-2001.state.gov">http://1993-2001.state.gov</a> and <a href="http://2001-2009.state.gov">http://2001-2009.state.gov</a> etc.
2	What is the filename of the first page (or "home page") in the URL?	1993-2001.state.gov 2001-2009.state.gov
3	What is the web platform and specific software application used to support the website?	COTS software and Waterfall content management system.
4	Approximately how many files have been identified in the domain and can they be rendered by a browser?	About 100,000 files per site.
5	Is a "site map" available?	No, but the URL convention reflects the Department's org.
6	How frequently is the content updated? Based on this frequency, does the proposed schedule contain adequate cut off instructions?	Not at all. Once the sites are archived at end of a presidential administration, no updates are made.

### Website Construction

#	Question	Response
7	Do all the files on the proposed web schedule reside in the same domain?	No--some linkouts.
8	Are any of the external links significant to the appraised value of the web content?	No
9	Does the web content use anything (e.g. cookies, robot.txt files) that could cause differences between the content that is viewed during the appraisal process and the content that is ultimately transferred to NARA?	No.
10	Are portions of the website maintained	No

	separately in other formats? If yes, have they been scheduled?	
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**Transfer of Web Content Records**

#	Question	Response
11	Describe the method(s) used to collect the web content (i.e. automated harvest, PDF Capture, or manual capture).	Automated harvest
12	If the PDF Capture method is used, does the resultant PDF meet the requirements of NARA's transfer instructions for permanent records in PDF?	n/a
13	Have all links within the web content been redirected for transfer to NARA and have the external links been disabled?	No, but could be at that time.
14	Are the significant links either commented or described in the transfer documentation?	Could be.
15	Are there procedures in place to validate that the collection of web content matches the scheduled web content? If yes, are reports of these procedures available for transfer to NARA as part of the transfer documentation?	Yes.

**Contact Information**

<b>Name/Title</b>	Janice Clark
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## Technical Review of Potentially Permanent Web Content Records

### General Information

#	Question	Response
1	What is the name and URL of the website being scheduled?	<b>Name:</b> DipNote Blog <b>URL:</b> http://blogs.state.gov
2	What is the filename of the first page (or "home page") in the URL?	<b>Home page URL:</b> http://blogs.state.gov/index.php
3	What is the web platform and specific software application used to support the website?	<b>Web Platform:</b> Redhat Enterprise Linux v5 <b>Content Management System:</b> Expression Engine
4	Approximately how many files have been identified in the domain and can they be rendered by a browser?	<b># of Files:</b> 500 <b>Rendered by browser?</b> Yes
5	Is a "site map" available?	<b>Site Map?</b> No
6	How frequently is the content updated? Based on this frequency, does the proposed schedule contain adequate cut off instructions?	<b>Content Updated:</b> 5-10 times a day <b>Adequate Cut Off Instructions?:</b> Yes

### Website Construction

#	Question	Response
7	Do all the files on the proposed web schedule reside in the same domain?	Yes.
8	Are any of the external links significant to the appraised value of the web content?	No.
9	Does the web content use anything (e.g. cookies, robot.txt files) that could cause differences between the content that is viewed during the appraisal process and the content that is ultimately transferred to NARA?	No.
10	Are portions of the website maintained separately in other formats? If yes, have they been scheduled?	No.

## Transfer of Web Content Records

#	Question	Response
11	Describe the method(s) used to collect the web content (i.e. automated harvest, PDF Capture, or manual capture).	Automated capture.
12	If the PDF Capture method is used, does the resultant PDF meet the requirements of NARA's transfer instructions for permanent records in PDF?	N/A
13	Have all links within the web content been redirected for transfer to NARA and have the external links been disabled?	Yes.
14	Are the significant links either commented or described in the transfer documentation?	Yes.
15	Are there procedures in place to validate that the collection of web content matches the scheduled web content? If yes, are reports of these procedures available for transfer to NARA as part of the transfer documentation?	<del>No.</del> <i>yes, per CVR</i>

## Contact Information

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