Request for Records Disposition Authority

(See Ins⁻ ⁻tions on reverse)

To National Archives and Records ⁻inistration (NIR)
Washington, DC 20408

1 From (Agency or establishment) Department of the Treasury		
2 Major Subdivision Departmental Offices		
3 Minor Subdivision Office of the Chief Information Officer		
4 Name of Person with whom to confer Marcus Smallwood	5 Telephone (include area code) 202-622-7414	

Date 8/9/10

Archivist of the United States WITHDRAWN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 _____ 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

[x] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title DO Records Officer	Date (mm/dd/yyyy) 02/26/10

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Departmental Offices Office of the Chief Information Officer **New Item:** This schedules covers Web records; operation, program and development, and content		

This records retention schedule is media-neutral and the approved dispositions apply equally to predecessor and successor systems serving the same functions

"Web 2 0" refers to a development and design, that facilitates communication, secures information sharing, interoperability, and collaboration on the World Wide Web Web 2 0 concepts have led to the development of web-based communities, hosted services, and applications, such as social-networking sites, video-sharing sites, wikis, and blogs

I. **Web Operations Records**

1 Records related to locating, measuring, or reporting web site use, user satisfaction, incorrect links, duplication of information, Privacy Act compliance, and other internal or external reporting requirements Records include user logs, search engine logs, user statistics, and reports

Disposition Temporary Destroy when 3 years old

2 Records documenting the process of content publishing (This item **DOES NOT** cover web site content) These records include requests submitted via e-mail or other methods requesting initial postings, corrections, or updates to bureau's websites These records also include the ticketing or tracking system associated with this process These records include ongoing maintenance and minor enhancements to the existing sites

Disposition Temporary Destroy when 3 years old

3 Operations manuals Records include training and technical manuals used for creating, maintaining, and updating bureau websites

Disposition Temporary Destroy 3 years after superseded or obsolete

II. **Web Program and Web Development Records**

Records related to the development of agency web programs. Included are records that document website planning goals; specify milestones to be achieved, identify performance measures for the agency's web program, or summarize the underlying principles and approach by which the agency will plan for and manage its web based resources. Records may include design and technical plans documenting the implementation and proposed maintenance of web systems

Disposition Temporary Destroy 5 years after close of web development project or site upgrade date

III. Web Content

1. Web content pages that contain static information, Site "snapshots" and comprehensive URL listing, duplicative information also maintained by the bureau program offices, (or other office of record) or information other-wise routine and transitory in nature

   Disposition Temporary   Cut-off web content after one year Destroy/delete after successfully transferred to program office (or other office of record) and verified for accuracy

2. Web content which is derived from web logs (blogs) dynamically created or edited text (wikis), or other evolving communication technologies (Web 2 0)

   Disposition. Temporary   Cut-off web content after one year Destroy/delete after successfully transferred to program office (or other office of record) and verified for accuracy.