REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received: 11-20-2006

FROM (Agency or establishment)
Office of the Comptroller of the Currency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

MAJOR SUBDIVISION
Financial Management

MINOR SUBDIVISION
Records Management Program

NAME OF PERSON WITH WHOM TO CONFER
Mary Donovan

TELEPHONE NUMBER
202-874-4782

DATE
5-13-07

ARCHIVIST OF THE UNITED STATES

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 needed now for the business for 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
9/27/06

SIGNATURE OF AGENCY REPRESENTATIVE

Agencies Records Officer

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
Web Operations Records

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)
Operations Records of OCC’s Web Sites

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

1. Records relating to locating, measuring, or reporting website use, user satisfaction, incorrect links, duplication of information, Section 508 compliance, 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 website content.) These records include requests submitted via e-mail or other methods requesting initial postings, corrections, or updates to OCC’s websites. These records also include the ticketing or tracking system associated with this process.

Disposition: Temporary. Destroy when 3 years old.

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

Disposition: Temporary. Destroy 3 years after superseded or obsolete.