

REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER <i>71-104-03-10</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				Date Received <i>6-5-2003</i>	
1 FROM (Agency or establishment) Department of the Treasury				NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION United States Mint				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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 MINOR SUBDIVISION Documentation and Programs Division					
4 NAME OF PERSON WITH WHOM TO CONFER George F. Bamford		5 TELEPHONE 202-772-7306		DATE <i>7-17-03</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
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 of the attached <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE <i>5/19/2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>George F. Bamford</i>			TITLE Records Management Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

Electronic Information Systems **Web Trends Reporting Center**
(SEE ATTACHED)

WITHDRAWN

cc Agency, NR, NUMWA

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
Electronic Information Systems Records related to Electronic Information Systems, including the inputs, outputs, data within the system, and system documentation			

1 Web Trends Reporting Center

The Web Trends Reporting System is a web site visitor analysis & information reporting system, used to provide web site visitor statistical analysis information for the Mint's public-access internet, intranet, and extranet

a. System Content:

Information on hits to Mint internet, intranet, and extranet.

TEMPORARY Cut-off 6 months after creation, or when no longer needed for management review, whichever is later Delete immediately upon cut-off

b. System Inputs:

Server ASCII Log files from the Mint's internet, intranet, and extranet servers.

TEMPORARY Cut-off 6 months after creation, or when no longer needed for management review, whichever is later Destroy/Delete immediately upon cut-off

c. System Outputs:

Web site visitor analysis reporting information. WT-ERS is published and distributed by OAD in either electronic or in paper form, as required. Statistical and graphical information generated by WT-ERS is:

- (1) excerpted for use in Mint web site visitor analysis reports published by OAD and distributed on the Mint's intranet,
- (2) provided on-demand in MS Word and MS Excel file formats generated from WT-ERS file export filters. The reports feature of the WT-ERS application is browser based and is accessible to Mint managers throughout the Mint, by approved FTE access only.

TEMPORARY Cut-off 6 months after creation, or when no longer needed for management review, whichever is later Destroy/Delete immediately upon cut-off

d. System Documentation:

Requirements specifications, requirements analyses, design documents, programming specifications, tests plans, source code, data systems specifications, file specifications, records layouts, data dictionaries, output specifications, final reports, user guides and training documents produced in the course of developing, enhancing, maintaining and supporting Mint program systems. Such documentation is essential to the continuing operation of systems.

TEMPORARY Cut-off when the system documentation becomes obsolete (due to updated documentation or obsolescence of the system) Destroy 6 months after cut-off

Information System Inventory Form

1. *Name of the System* Web Trends Reporting Center
2. *System control #* IT-EIS: 12
3. *Agency program supported by the system* Office of Application Development
4. *Purpose of the system* The Web Trends Reporting System is a web site visitor analysis & information reporting system, used to provide web site visitor statistical analysis information for the Mint's public-access internet, intranet, and extranet.
5. *Data input and sources* Server ASCII Log files from the Mint's internet, intranet, and extranet servers.
6. *Major outputs* Web site visitor analysis reporting information. WT-ERS is published and distributed by OAD in either electronic or in paper form, as required. Statistical and graphical Information generated by WT-ERS is: (1) excerpted for use in Mint web site visitor analysis reports published by OAD and distributed on the Mint's intranet, (2) provided on-demand in MS Word and MS Excel file formats generated from WT-ERS file export filters. The reports feature of the WT-ERS application is browser based and is accessible to Mint managers throughout the Mint, by approved FTE access only.
7. *Information content* Information on hits to Mint internet, intranet, and extranet.
8. *Hardware/software*
9. *System managers* David Plotts & Jay Mahanand
801 9th Street NW
Washington, DC 20220
(202) 35772-7147 and (202) 772-7296
At/D Plotts work station, 9th floor, 799 bldg
10. *Location of documentation needed to read/understand the files*
11. *Restrictions on access and use* Reports distribution and access by FTE permissions only
12. *Authorized disposition* Cut-off 6 months after creation, or when no longer needed for management review, whichever is later. Delete immediately upon cut-off.
13. *Disposition authority* Proposed GRS 24, Item 8a
14. *Location/volume of storage media containing identical information*
15. *Person conducting the inventory* George Bamford
801 9th Street
NW Washington, DC 20220
(202) 772-7306
16. *Date prepared* 5/22/02