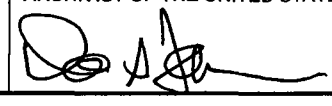
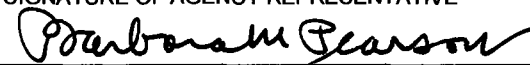


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-564-09-7</i>	
TO National Archives and Records Administration (NWML) 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>5/13/09</i>	
1 FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau			
3 MINOR SUBDIVISION Headquarters Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Gregory P. Harrod, Sr	5 TELEPHONE 202-927-1620	DATE <i>April 10</i>	ARCHIVIST OF THE UNITED STATES 
5 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 <u>2</u> pages(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>05/06/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment		

TTB Intranet Website

Office of Headquarters Operations strives to support the Bureau in its efforts to protect the American public and the revenue generated from its regulated industries. Among its focal items includes Providing access to Bureau information using innovation and technology to improve business relations with its customers, The Knowledge Management (KM) Staff coordinates the Bureau's information management activities such as forms management, records management, publications, printing and graphics, library services, and Web services. The KM Staff ensures these programs adhere to Federal laws and policies.

Description:

This system is used to operate the TTB internal webpage, which operates behind a system firewall restricted to TTB personnel. The site contains some information duplicated on the Bureau's public website such as links to publications, organizational information, regulations, rulings, and directives. Additional information also exists on the website including: Human Resources, Printing and Graphics, Information Technology, Information Resource Center (Library), Work Life Solutions, Acquisition and Facilities Management, Training, EEO and Diversity Advancement, Chief Counsel/Ethics, Knowledge Management, Security, Emergency Preparedness, Budget, Management, QUICK LINKS (Careers, Forms/Publications/Templates, Help Desk, Directives, Web Services, Gov Trip, State Information-Sharing Agreements), and INSIDE TTB (Telephone Directories, Weekly Broadcasts, Organizational Chart, Administrator's Page and News Room). The Website is managed by the Headquarters Operations/Knowledge Management Staff.

1. Input:

Electronic copies originating from other systems or sources, consisting of, but not limited to PDF, word processing, spreadsheet, database, wave, video and graphic sources related to publications, reports, instructions, procedures, news summaries, the site, federal inmates, and TTB business, including but not limited to contracting, available employment opportunities, and/or other items of interest to the public, meeting the mission and scope of the Bureau. On-line activities accessed through the Bureau website, such as COLAs On-Line, where the public enters data and other information are not collected in any repository of the website, such data is directed to the appropriate location, collected, managed and scheduled under other Bureau retention authority.

Disposition: TEMPORARY.

Electronic Records – In accordance with GRS 20, Items 2b and 3b

2. Web Content Files:

A Information in a variety of formats (to include but not limited to, HTML, PDF, word processing, wave files, video, graphics) about the Bureau and its mission (as it relates to taxation and commercial issues on alcohol, tobacco, firearms and ammunition), contracting opportunities, electronic reading room (including frequently requested listings, administrative actions, industry circulars, TTB terms glossary), labeling (including colas online, public cola registry search, wine appellations of origin, labels with organic claims, pre-cola evaluation), laboratory, laws & regulations, media and congressional affairs (including press releases), permits, taxes, statistics, forms, international trade, FOIA, FAQs, EEO, human resources, and advertising. Other public information on the site includes publications, notices of proposed rulemaking, Treasury Decisions, public COLA registry, newsletters, and TTB plans and reports. Accessibility, privacy notice, contact information, site map, index, help and search information is also available. Contains some information duplicated on the Bureau's public website such as links to publications, organizational information, regulations, rulings, and directives. Additional information also exists on the website including: Human Resources, Printing and Graphics, Information Technology, Information Resource Center (Library), Work Life Solutions, Acquisition and Facilities Management, Training, EEO and Diversity Advancement, Chief Counsel/Ethics, Knowledge Management, Security, Emergency Preparedness, Budget, Management, QUICK LINKS (Careers, Forms/Publications/Templates, Help Desk, Directives, Web Services, Gov Trip, State Information-Sharing Agreements); and INSIDE TTB (Telephone Directories, Weekly Broadcasts, Organizational Chart, Administrator's Page and News Room).

Disposition: TEMPORARY.

Cutoff when content files are superseded or obsolete. Destroy 3 years after the Website is superseded, obsolete or when the Bureau determines the records are no longer needed to meet administrative, legal, audit or other operational purposes, whichever is later.

~~B Website Backup Files~~

~~Website content created and maintained for potential website restoration in the event of a system failure or other unintended loss of content information in the primary webpage~~

~~**Disposition: TEMPORARY.**~~

~~In accordance with GRS 20, Item 8b and/or GRS 24, Item 4a(1)(2) as necessary~~

~~3. **Output:**~~

~~Printouts and other ad hoc hardcopy or electronic information created from the information contained on the webpage.~~

~~**Disposition: TEMPORARY**~~

~~In accordance with GRS 20, Items 6, 12, 13, 15 and 16, as applicable
(Note In those cases where the output records exceed the authorities listed for this series, the records are scheduled under other authorities)~~

~~4. **System Documentation:** Codebooks, records layout, user guide, and other related materials.~~

~~**Disposition Temporary.**~~

~~In accordance with GRS 20, Item 11a(1).~~

~~5. **Website Management and Technical Records.**~~

~~**Disposition. Temporary.**~~

~~In accordance with GRS 24 and 27 as applicable~~