

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2012-0001
Schedule Status Returned Without Action

Agency or Establishment General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group General Records Schedules

Records Schedule applies to Government-wide

Schedule Subject Web records

Internal agency concurrences will be provided Yes

Background Information This schedule covers records created or held in the Federal “web presence” content on public web domains and intranet sites (both government and commercial) owned or operated by an agency, and content posted to third-party social media platforms not owned or operated by an agency

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

Withdrawn (Returned Without Action)

Outline of Records Schedule Items for DAA-GRS-2012-0001

Sequence Number	
1	Web domains, whether government or commercial, determined by the agency to be the public face of the agency or of an office or program of the agency Disposition Authority Number DAA-GRS-2012-0001-0001
2	Agency intranet domains that serve as staff reference libraries Disposition Authority Number DAA-GRS-2012-0001-0002
3	Records created in or posted by an agency to an in-house or third-party internet or intranet Web 2.0 (or its successors) or social media platform
3.1	Unique records created on dynamic sites Disposition Authority Number DAA-GRS-2012-0001-0003
3.2	Convenience or presentation copy of electronic or paper records held elsewhere Disposition Authority Number DAA-GRS-2012-0001-0004

Withdrawn (Returned without action)

Records Schedule Items

Sequence Number	
1	<p>Web domains, whether government or commercial, determined by the agency to be the public face of the agency or of an office or program of the agency</p> <p>Disposition Authority Number DAA-GRS-2012-0001-0001</p> <p>Includes everything that can be picked up in a web harvest “static” content posted to the site by the agency and dynamic content posted by its staff and the general public. Includes fielded fillable and search forms but not the underlying databases with which these forms interface. Exclusion 1 Underlying databases are not covered and must be scheduled separately. Exclusion 2 Graphic images that are either a partial series (such as project or historical photographs) or present on the website in lower resolution than that available elsewhere in electronic or hard copy (such as newsletters) are excluded as record copies. Record copies (complete series and/or highest resolution images) must be managed as a record elsewhere than the website and scheduled separately. Note Records are temporary at the agency because NARA conducts a periodic harvest of Federal public web sites as permanent records</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy, delete, or overwrite information when superseded or no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Agency intranet domains that serve as staff reference libraries</p> <p>Disposition Authority Number DAA-GRS-2012-0001-0002</p> <p>Sites limited to the following content finished policy, procedure and similar documents posted for staff reference, staff contact lists, in-house news and publications for reference, announcements and upcoming events calendars,</p>

Withdrawn (Returned Without Action)

logistical information such as bus schedules, and non-agency information such as weather. These sites are generally described as "static" because they hold only completed, non-editable files that reside in agency servers. Excluded Recordkeeping copies are not covered by this item and must be managed according to individual agency records schedules. Note: Collections of program records maintained on the web for reference purposes may have permanent value. If an agency believes any part of its static intranet site warrants permanent retention, it should submit a schedule for those records to NARA.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Delete or destroy content when no longer needed

Additional Information

GAO Approval Not Required

Records created in or posted by an agency to an in-house or third-party internet or intranet Web 2.0 (or its successors) or social media platform.

Records held in dynamic sites whose files can be edited, added to, and deleted from by multiple users: staff, external partners, and/or the public, with either limited or open public access. Included are records contained in e-rooms and sites built with software designed for collaborative work (examples: Sharepoint, Jive, and Yammer). Also included is content on publishing websites (e.g. web logs, microblogs, wikis, and mashups), social networking websites (e.g. social bookmarks, virtual worlds, crowd sourcing, social voting sites), and file sharing and file storage websites (e.g. photo libraries, video sharing, storage and content management).

Unique records created on dynamic sites

Disposition Authority Number DAA-GRS-2012-0001-0003

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Withdrawn (Returned without action)

3

3 1

3 2

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Submit schedule to NARA or apply valid agency records schedule items, as appropriate**

Additional Information

GAO Approval **Not Required**

Convenience or presentation copy of electronic or paper records held elsewhere

Disposition Authority Number **DAA-GRS-2012-0001-0004**

Copies of documents, photos, video clips, and other agency records posted on a dynamic site for purposes of distribution or publication, where the originals or recordkeeping copies are maintained apart from the site

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

Withdrawn (Returned without action)

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
12/19/2013	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/19/2013	Return Without Action	Galen Wilson	Appraiser	National Archives and Records Administration - Records Management Services

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