

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-03-6	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6-3-2003	
1 FROM (Agency or establishment) National Archives & Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Policy & Communications Staff			
3 MINOR SUBDIVISION Web Program Staff			
4 NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER 301-837-1942	DATE 9-12-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 on the attached <u>2</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE MAY 27 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard W. Marcus</i> Richard W Marcus		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached page(s)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<i>cc: Agency, NR, NWMW, NWMD, NWCT</i>			

NARA Web Function

The NARA Web function is responsible for the designing, implementing and maintaining of NARA's websites. The records on this schedule fall into one *uberbucket* functional area: Program Operation. As of the submission of this proposed schedule for approval, May, 2003, the web function is performed by the Policy and Communications Staff (NPOL). NOTE: This schedule does not include disposition authority for the electronic files comprising NARA's website itself

Item 1 File No xxx: Program operation Records created in the course of operating NARA's Web program. Does NOT include the electronic files comprising the website itself

- a. Includes but not limited to files relating to designing, populating, testing, implementing and maintaining NARA's web sites (includes Presidential Library web sites)

1) As performed by the Policy and Communications Staff or other organizations responsible for web functions

Proposed Disposition Destroy when 3-5 years old

2) As performed by all other offices proposing and preparing content for posting

Proposed Disposition: Destroy when no longer needed.

- b. Reference documentation

1) Technical documentation, subject reference files, and demonstration copies of the web site.

Proposed disposition: Destroy when no longer needed for reference.

2) Version retrieval files

Proposed Disposition: Destroy no later than 60 days after posting

- c. Web Server and Search Engine Log Files

Server, search engine, and statistical analysis tools generating automated logs that 1) record data about how users access the web servers, navigate and/or query NARA's Web pages, or use the search engine; and 2) that record which scripts are used and how; and/or compile other statistics about use. The logs contain the following personal information: users' IP addresses, the URLs of pages that lead users to the NARA site, counts of web hits, user sessions, search requests and systems used by visitors to the Web site.

1). Raw server log data

Proposed Disposition: Retain 30 days of log data, one tape per day. Cycle tapes by overwriting oldest data with new data on a daily basis

2) Security audit logs

Proposed Disposition: Create one summary master copy of all raw server log data at the conclusion of each month. Retain for 12 months. Cycle tapes by overwriting the oldest data on "Month 13 tape" with the most recent data.

3). Search engine log data and aggregated log data imported to statistical database.

Proposed Disposition: Hold three fiscal years of data. Delete oldest fiscal year files when 4 years old.

Item 2. File No xxx Word Processing Files and Email Records.

a. Word Processing Files Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media, such as hard disks or floppy diskettes, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Proposed Disposition Delete from the word processing system when no longer needed for updating or revision

b. Email Records Senders' and recipients' versions of email messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Proposed Disposition Delete from the email system after copying to a recordkeeping system.

NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.