


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>			JOB NUMBER N1-064-05-4		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 1-6-2005		
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Office of Human Resources & Information Services					
3 MINOR SUBDIVISION					
4 NAME OF PERSON WITH WHOM TO CONFER Richard Marcus		5 TELEPHONE NUMBER 301-837-1942	DATE 5/8/05	ARCHIVIST OF THE UNITED STATES Allen Weinstein	
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>1</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 DEC 23 2004		SIGNATURE OF AGENCY REPRESENTATIVE  Richard W. Marcus		TITLE NARA Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)	
	<u>Employee Inappropriate Internet Use Notifications</u>  See attached page(s)				
cc Agency DR NWMW					

### Employee Inappropriate Internet Use Notifications

Records created as part of an effort to eliminate employee accesses to sex, gambling, and hate/extremism Internet websites. Includes, but is not limited to, reports identifying employees who have attempted to access these inappropriate sites (extracts from web access logs maintained by NHT), file copies of letters sent to these employees notifying them to cease such activity, and any other records created by this process. Records are kept by notification cycle by fiscal year.

#### Disposition:

a) All records created and/or maintained by the Human Resources Services Division (NHH).  
Cut off file annually. Destroy when 2 years old

b) Copies of reports identifying employees, created and maintained by Washington Operations Branch (NHT)  
Destroy upon transmission to NHH.

### Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is completed.