

# WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0081-2012-0002

## Request for Records Disposition Authority

Records Schedule Number	DAA-0081-2012-0002
Schedule Status	Returned Without Action
Agency or Establishment	International Trade Commission
Record Group / Scheduling Group	Records of the U.S. International Trade Commission
Records Schedule applies to	Major Subdivision
Major Subdivision	Records of the Office of the Chief Information Officer
Schedule Subject	1. Web content 2. Web management and operations records:
Internal agency concurrences will be provided	No
Background Information	Item I I. Records of the Office of the Chief Information Officer 1. Web content: a) Pages containing copies of agency directives and handbooks. Destroy when superseded, obsolete, or no longer needed for the conduct of agency business. b) Pages containing annual reports, IG semiannual reports to Congress, and Privacy Act reports. Destroy when ten years old, or when no longer needed, whichever is later. c) Dynamic home pages that change frequently, reflect temporal importance and/or carry content created by the Web's managing entity. Destroy when 90 days old or, when no longer needed, whichever is later.  2. Web management and operations records: a) Templates, style sheets, and code that determine site architecture. Destroy when superseded or no longer applicable, whichever is earlier. b) Web site design records Destroy when one year old or when superseded by new web design, whichever is later. c) Web Site System Architecture Documentation

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Destroy when one year old or when superseded by new system architecture, whichever is later.

d) Information Architecture / Folder Structure Documentation  
Destroy when one year old or when superseded by new information architecture, whichever is later.

e) Commercial off-the-shelf (COTS) software configuration files.  
Destroy when one year after termination of the software use, and all information contained in the system has been transferred or deleted, whichever is later.

f) Procurement and/or licensing information  
Destroy when one year old or when no longer needed, whichever is later.

g) Web Video and Multimedia  
Destroy when 4-5 months old or when no longer needed, whichever is later.

h) Web site posting logs indicating when pages were posted, updated or removed.  
Destroy when one year old or when no longer needed, , whichever is later.

## 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	11

## GAO Approval

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## Outline of Records Schedule Items for DAA-0081-2012-0002

Sequence Number	
1	I Records of the Office of the Chief Information Officer 1.Web content: a)Pages containing copies of agency directives and handbooks. Disposition Authority Number: DAA-0081-2012-0002-0001
2	I. Records of the Office of the Chief Information Officer 1.Web content: ... b)Pages containing annual reports, IG semiannual reports to Congress, and Privacy Act reports. Disposition Authority Number: DAA-0081-2012-0002-0002
3	I. Records of the Office of the Chief Information Officer 1.Web content: ... c) Dynamic home pages that change frequently, reflect temporal importance and/or carry content created by the Web's managing entity. Disposition Authority Number: DAA-0081-2012-0002-0003
4	I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: a) Templates, style sheets, and code that determine site architecture. Disposition Authority Number: DAA-0081-2012-0002-0004
5	I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... b) Web site design records Disposition Authority Number: DAA-0081-2012-0002-0005
6	I. Records of the Office of the Chief Information Officer ... 2.Web management and operations records: ... c)Web Site System Architecture Documentation Disposition Authority Number: DAA-0081-2012-0002-0006
7	I. Records of the Office of the Chief Information Officer ... 2.Web management and operations records: ... d) Information Architecture / Folder Structure Documentation Disposition Authority Number: DAA-0081-2012-0002-0007
8	I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... e) Commercial off-the-shelf (COTS) software configuration files. Disposition Authority Number: DAA-0081-2012-0002-0008
9	I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... f) Procurement and/or licensing information Disposition Authority Number: DAA-0081-2012-0002-0009
10	I. Records of the Office of the Chief Information Officer ... 2.Web management and operations records: ... g) Web Video and Multimedia Disposition Authority Number: DAA-0081-2012-0002-0010
11	I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... h) Web site posting logs indicating when pages were posted , updated or removed. Disposition Authority Number: DAA-0081-2012-0002-0011

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## Records Schedule Items

Sequence Number	
1	<p data-bbox="367 421 1419 491"><b>I Records of the Office of the Chief Information Officer 1.Web content: a)Pages containing copies of agency directives and handbooks.</b></p> <p data-bbox="367 506 1130 538">Disposition Authority Number      <b>DAA-0081-2012-0002-0001</b></p> <p data-bbox="367 559 1260 591"><b>Web pages containing copies of agency directives and handbooks.</b></p> <p data-bbox="367 612 911 644">Final Disposition                      <b>Temporary</b></p> <p data-bbox="367 666 906 697">Item Status                              <b>Withdrawn</b></p> <p data-bbox="367 719 816 751">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="367 772 816 889">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="367 910 816 995">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="367 1017 1130 1070">GRS or Superseded Authority Citation      <b>NC1-81-76-1: NC1 -81-78-1</b></p> <p data-bbox="367 1112 667 1144"><b>Disposition Instruction</b></p> <p data-bbox="367 1166 1422 1240">Retention Period                      <b>Destroy when superseded, obsolete, or no longer needed for the conduct of agency business.</b></p> <p data-bbox="367 1272 662 1304"><b>Additional Information</b></p> <p data-bbox="367 1325 938 1357">GAO Approval                              <b>Not Required</b></p>
2	<p data-bbox="367 1378 1458 1485"><b>I. Records of the Office of the Chief Information Officer 1.Web content: ... b)Pages containing annual reports, IG semiannual reports to Congress, and Privacy Act reports.</b></p> <p data-bbox="367 1506 1130 1538">Disposition Authority Number      <b>DAA-0081-2012-0002-0002</b></p> <p data-bbox="367 1559 1419 1623"><b>Web pages containing annual reports, IG semiannual reports to Congress, and Privacy Act reports</b></p> <p data-bbox="367 1644 911 1676">Final Disposition                      <b>Temporary</b></p> <p data-bbox="367 1698 906 1730">Item Status                              <b>Withdrawn</b></p> <p data-bbox="367 1751 816 1783">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="367 1804 816 1921">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p>

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3	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-81-76-1: NC1-81-78-1
	Disposition Instruction	
	Retention Period	Destroy when ten years old, or when no longer needed, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	<b>I. Records of the Office of the Chief Information Officer 1. Web content: ... c) Dynamic home pages that change frequently, reflect temporal importance and/or carry content created by the Web's managing entity.</b>	
	Disposition Authority Number	DAA-0081-2012-0002-0003
	<b>Dynamic home pages that change frequently, reflect temporal importance and/or carry content created by the Web's managing entity.</b>	
	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	
GRS or Superseded Authority Citation	NC1-81-76-1:NC1-81-78-1	
Disposition Instruction		
Retention Period	Destroy when 90 days old or, when no longer needed, whichever is later	
Additional Information		
GAO Approval	Not Required	
4	<b>I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: a) Templates, style sheets, and code that determine site architecture.</b>	
	Disposition Authority Number	DAA-0081-2012-0002-0004

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	<b>Templates, style sheets, and code that determine site architecture.</b>
	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
	GRS or Superseded Authority Citation NC1-81-76-1: NC1-81-78-1
	<b>Disposition Instruction</b>
	Retention Period Destroy when superseded or no longer applicable, whichever is earlier.
	<b>Additional Information</b>
	GAO Approval Not Required
5	<b>I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... b) Web site design records</b>
	Disposition Authority Number DAA-0081-2012-0002-0005
	<b>Web site design records</b>
	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
	GRS or Superseded Authority Citation NC1-81-76-1: NC1-81-78-1
	<b>Disposition Instruction</b>
	Retention Period Destroy when one year old or when superseded by new web design, whichever is later.

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## Additional Information

GAO Approval Not Required

I. Records of the Office of the Chief Information Officer ... 2.Web management and operations records: ... c)Web Site System Architecture Documentation

Disposition Authority Number DAA-0081-2012-0002-0006

## c) Web Site System Architecture Documentation

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

GRS or Superseded Authority Citation NC1-81-76-1:NC1-81-78-1

## Disposition Instruction

Retention Period Destroy when one year old or when superseded by new system architecture, whichever is later.

## Additional Information

GAO Approval Not Required

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I. Records of the Office of the Chief Information Officer ... 2.Web management and operations records: ... d) Information Architecture / Folder Structure Documentation

Disposition Authority Number DAA-0081-2012-0002-0007

## d) Information Architecture / Folder Structure Documentation

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

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GRS or Superseded Authority Citation NC1-81-76-1:NC1-78-1

Disposition Instruction

Retention Period Destroy when one year old or when superseded by new information architecture, whichever is later.

Additional Information

GAO Approval Not Required

I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... e) Commercial off-the-shelf (COTS) software configuration files.

Disposition Authority Number DAA-0081-2012-0002-0008

e) Commercial off-the-shelf (COTS) software configuration files.

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

GRS or Superseded Authority Citation NC1-81-76-1: NC1-81-78-1

Disposition Instruction

Retention Period Destroy when one year after termination of the software use, and all information contained in the system has been transferred or deleted, whichever is later.

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Additional Information

GAO Approval Not Required

I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... f) Procurement and/or licensing information

Disposition Authority Number DAA-0081-2012-0002-0009

f) Procurement and/or licensing information

Final Disposition Temporary

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	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
	GRS or Superseded Authority Citation	NC1-81-76-1: NC1-81-78-1
	<b>Disposition Instruction</b>	
	Retention Period	Destroy when one year old or when no longer needed, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required
10	<b>I. Records of the Office of the Chief Information Officer ... 2.Web management and operations records: ... g) Web Video and Multimedia</b>	
	Disposition Authority Number	DAA-0081-2012-0002-0010
	<b>g) Web Video and Multimedia</b>	
	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
	GRS or Superseded Authority Citation	NC1-81-76-1: NC1-81-78-1
	<b>Disposition Instruction</b>	
	Retention Period	Destroy when 4-5 months old or when no longer needed, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required

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I. Records of the Office of the Chief Information Officer ... 2. Web management and operations records: ... h) Web site posting logs indicating when pages were posted, updated or removed.

Disposition Authority Number      DAA-0081-2012-0002-0011

**Web site posting logs indicating when pages were posted, updated or removed.**

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

GRS or Superseded Authority  
Citation                                  NC1-81-76-1: NC1-81-78-1

**Disposition Instruction**

Retention Period                      Destroy when one year old or when no longer  
needed, , whichever is later.

**Additional Information**

GAO Approval                            Not Required

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## 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
09/28/2012	Return to Submitter	Andreas Smith	Management and Program Analyst, Records Officer	OCIO - Records Management
10/01/2012	Return to Submitter	Andreas Smith	Management and Program Analyst, Records Officer	OCIO - Records Management
10/01/2012	Certify	Andreas Smith	Management and Program Analyst, Records Officer	OCIO - Records Management
08/10/2016	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services

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