

## Request for Records Disposition Authority

Records Schedule Number DAA-0220-2014-0001

Schedule Status Returned Without Action

Agency or Establishment Recovery Accountability and Transparency Board

Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards

Records Schedule Applies to Agency-wide

Schedule Subject RATB IT Systems

Internal agency concurrences will be provided No

Background Information This records disposition authority request covers the electronic records of the Recovery Accountability and Transparency Board (RATB) –

- General Support System (LiON GSS)
- Recovery Operations Center (ROC)
- Federal Accountability (FAGOV)
- Recovery.gov (External Website & Subsidiaries)
- RATB Intranet (Internal Website)
- Social Media

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	12

GAO Approval

## Outline of Records Schedule Items for DAA-0220-2014-0001

Sequence Number	
1	LiON General Support System (GSS)
1.1	Data Extracts Files Disposition Authority Number: DAA-0220-2014-0001-0001
1.2	System Documentation Disposition Authority Number: DAA-0220-2014-0001-0002
2	Recovery Operations Center (ROC)
2.1	ROC Data Extracts Files Disposition Authority Number: DAA-0220-2014-0001-0003
2.2	Reports & Supporting Artifacts Disposition Authority Number: DAA-0220-2014-0001-0004
3	Federal Accountability (FAGOV)
3.1	Data Extracts Files Disposition Authority Number: DAA-0220-2014-0001-0005
3.2	Reports & Supporting Artifacts Disposition Authority Number: DAA-0220-2014-0001-0006
4	Social Media (Hosted on RATB Servers)
4.1	Web Logs (Blogs) Disposition Authority Number: DAA-0220-2014-0001-0007
5	Social Media (Hosted on Public Servers "Not RATB")
5.1	Social Networking Sites Disposition Authority Number: DAA-0220-2014-0001-0008
5.2	YouTube Videos Disposition Authority Number: DAA-0220-2014-0001-0009
6	RATB Intranet
6.1	Web Content Disposition Authority Number: DAA-0220-2014-0001-0010
6.2	Intranet Content Disposition Authority Number: DAA-0220-2014-0001-0011
6.3	Website Management and Support Files Disposition Authority Number: DAA-0220-2014-0001-0012

Returned Without Action

## Records Schedule Items

Sequence Number

1

LiON General Support System (GSS)

• **SYSTEM DESCRIPTION:** The RATB LiON General Support System (GSS) is a hybrid cloud infrastructure, including local client/server network systems, both physical and virtual, client workstations, file, web and messaging servers, network devices and network security appliances, as well as public multi-tenant "cloud" services including mail and collaboration services. • **PURPOSE/FUNCTION OF SYSTEM:** The systems purpose is to provide timely and secure data transmission for data collection, data analysis, and electronic messaging in support of the Recovery Accountability and Transparency Board (RATB) mission in the prevention and detection of fraud, waste, and mismanagement. • **SOURCE(S) OF DATA:** Data enters the RATB LiON network through one of the two data circuits provided by the agencies Internet Service Provider (Verizon). One of the RATB LiON Edge Routers (Cisco ASR) receives the data from the ISP and compares the data against the Access Control Lists (ACL's) within the Edge Routers Configuration. The RATB Edge Router is the first line of Perimeter defense against any type of Compromised Cyber Attack. The Edge Router forwards the data through the agencies Intrusion Prevention System (IPS) which monitors for malicious or unwanted network traffic and can react, in real-time, to block or prevent that traffic. The Intrusion Prevention System serves as the second line of defense against Cyber Attacks. Once permitted by the IPS, data traverses through to the Firewall (Cisco ASA) that has been configured to block unauthorized access while permitting authorized communications based upon a set of rules and other criteria. The Firewall serves as the third line of defense against Cyber Attacks. Providing the Firewall allows access, data is directed by the RATB high speed network core (Cisco Nexus) to the destination network or VLAN. If that data is destined for the Recovery Operations Center (ROC), the data is sent through the core only to that network to be delivered to the intended user or service. If the data is intended for a RATB LiON user that data is sent from the Firewall through the network core only to the intended user or service. • **INFORMATION CONTENT:** General Administration, Property and Records Management, Budget and Finance, Travel, Personnel Management, Legal, investigations, and electronic mail. • **SYSTEM OUTPUTS:** Reports, data analysis (tables, charts), graphic displays, catalogs, and correspondence are transferred via electronic mail from the RATB LiON to other systems.

1.1

Data Extracts Files

Disposition Authority Number DAA-0220-2014-0001-0001

Data extracts obtained from various media (i.e. CDs, removable hard drives, databases) consisting of records collected in performance of RATB responsibilities, as well as records maintained by other governmental agencies, entities, and public

record sources. This system also contains information obtained from pilot agencies that participate in RATB's computer matches.

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

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period \*In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: a) Maintain onsite. Destroy immediately if extract results in no findings b) If extract is reusable destroy when no longer needed or determined that no findings can be made. If extract resulted in findings destroy after 20 years

Additional Information

GAO Approval Not Required

System Documentation

Disposition Authority Number DAA-0220-2014-0001-0001

Detailed information about a system's design specifications, its internal workings, and its functionality.

Final Disposition Permanent

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

Returned Without Action

1.2

Cutoff Instruction	Cut off files at end of fiscal year
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the Commission.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2015
---	-------------------

How frequently will your agency transfer these records to the National Archives?	Unknown Upon the termination of the commission.
--	--

Recovery Operations Center (ROC)

• **SYSTEM DESCRIPTION:** RATB has a requirement to conduct analysis of fraud, waste, and mismanagement of ARRA funds. To this end a collaborative shared analytic environment, The RATB Recovery Operations Center (ROC), was created. The ROC system consists of specialized software tools that provide insight and visualization into complex fraud data for the entire team. • **PURPOSE/FUNCTION OF SYSTEM:** The ROC system is used to allow the Recovery Operations Center (ROC) analysts to collaboratively investigate the use of ARRA funds, create predictive analytic products, uncover previously unknown non-obvious entity relationships, and captures and maintains these analytic products in a way that they will be securely available to other analysts in the future, and be able to provide the analytic products to the requesting agency. • **SOURCE(S) OF DATA:** (Include inputs from other systems) Data for the ROC system is automatically imported from the various sources listed below for analysis. In addition, specific data can be imported on a case-by-case basis from relevant sources – State and Local records, SBA information, LexisNexis. Data is also created by users in the course of normal activity. Users connect to the ROC systems by way of USGCB secure desktop PCs in the ROC offices. The primary tool in the ROC is Palantir application. The Palantir Workspace is a client software (Java/JNI) used to display analysis and accept user operations. The Palantir Workspace connects across the WAN via secure tunnel (SSL) to the Palantir software system. Data is stored and processed on the Palantir App Server, Search Server or Database Server. When a user searches for the data in the Palantir application, the request is sent from the Palantir Dispatch Service to the Search Engine and any matching results are sent back to the Dispatch Service. The Dispatch Service then writes a relational form of the data to the Dispatch schema on the Oracle database. Finally, the data is sent to the client and visualized from the in-memory representation of the data on the client workstation. All data sent is encrypted during transit. Current data sources include the following: 1. Central Contractor Registration (CCR) 2. Recovery.gov 1512 Data 3. Federal Procurement Data System (FPDS) 4. Federal Assistance Awards Database System (FAADS+) via USASpending.gov 5. FFATA Subaward Reporting System (FSRS) via USASpending.gov 6. Excluded Parties

Returned Without Action

2

List System (EPLS) 7. HHS OIG List of Excluded Individuals Entities (LEIE) 8. IRS Automatic Revocation of Exemption List (ARL) 9. Federal Audit Clearinghouse (FAC) 10. Regulatory Data Corporation (RDC) Global Regulatory Information Database 11. Dun & Bradstreet (D&B) Worldbase and Credit and Collection Files 12. Department of Defense Terminations List 13. OIG Recovery Hotline Complaints 14. RATB Leads, Observations and Complaints 15. SSA Public Death Master File (DMF) 16. Accurint 17. Online Representations and Certifications Application (ORCA) 18. Public Access to Court Electronic Records (PACER) 19. Financial Crimes Enforcement Network (FinCEN) \* 20. Electronic Data Gathering, Analysis, and Retrieval (EDGAR) 21. SBA Dynamic Small Business Search 22. GuideStar 23. Corporate filings at various Secretaries of State 24. Social Media - LinkedIn, Facebook, and Twitter 25. Corporate websites 26. Agency Master Award List \*Denotes Law Enforcement Sensitive Data Sets • INFORMATION CONTENT: The ROC platform is comprised of a number of independent services that are hosted either locally at the ROC offices or are hosted remotely on Palantir servers. All communication between Palantir components is over HTTPS. The Palantir to Oracle connections are JDBC with SSL. Additionally, the communication and purpose of each service is outlined in detail below. • Dispatch Service. The Dispatch service is hosted on the Palantir App Server. The Dispatch service is the primary business logic service in the system. The Dispatch service allows clients to connect on port 443 using the HTTPS protocol to issue all queries, transfer all query results, and perform any user authentication. The Dispatch service allows clients to connect on port 80 using the HTTP protocol to webstart the Palantir Workspace; no user information, queries, or any user data is transferred over HTTP. The Dispatch service connects to the following internal services: • Oracle - stores and retrieves data via JDBC with SSL. Oracle is hosted on the Database Server. • Search Service - runs full-text queries against the search indexes. The Search Service is hosted on the Palantir App Server. • Oracle Database Service. The Oracle Database is hosted on the Database Server. Oracle accepts JDBC connections to over port 1521. All Palantir data is stored in the Oracle database. All data transfer between Palantir and the Oracle database is encrypted. • Job Service. The Job service is hosted on the Palantir App Server. The Job service is responsible for processing bulk client requests asynchronously. It connects to the dispatch service via HTTPS. This is a localhost connection. In addition, the job service may store data on the job share temporarily while process is occurring. • Search Service. The Search Service is hosted on the Palantir App Server. The Search service accepts connections from the Dispatch Service using the HTTPS protocol. This is a localhost connection. The service contains a full-text search index of the data in the system. • Federated Search Service (Raptor). The Federated Search service accepts connections from the Dispatch Service using the HTTPS protocol. The service contains a full-text search index of the data external to the system. • Monitoring Service. The Monitoring service is hosted on the Palantir App Server. The Monitoring service is responsible for ensuring that all processes are actively running. The service connects to each other service via JMX secured with SSL. Additionally, the monitoring service answers requests via HTTPS for monitoring data from the Enterprise Manager Service. This is a

Released Without Action

localhost only connection. • Configuration Service. The Configuration service is hosted on the Palantir App Server. The Configuration service is responsible for performing cluster operations, for example starting and stopping the services in the system. The service operates a lightweight daemon process, or agent, on each physical server and communicates with the agent via a socket connection secured with SSL. • Enterprise Manager Service. The Enterprise Manager Service is hosted on the Palantir App Server. The Enterprise Manager Service provides a web-based management console for the system. Administrators connect via HTTPS. It communicates with the following services: • Dispatch service # Monitoring service • Palantir Web Service. The Palantir Web Service is hosted on the Palantir App Server. The Palantir Web Service provides web-based, read only access to data in the system. This service uses HTTPS protocol and allows connections from clients. • ESRI. Hosted locally. Provides additional geo-spatial information and mapping to ROC analysts based identified need. • SYSTEM OUTPUTS: (Include outputs from other systems) Report package including statistical data, various reports, data analysis (table, charts), graphic displays (screens of information), resource data.

2.1

ROC Data Extracts Files

Disposition Authority Number: DAA-0220-2014-0001-0003

Data extracts obtained from various media (i.e. CDs, removable hard drives, databases) consisting of records collected in performance of RATB responsibilities, as well as records maintained by other governmental agencies, entities, and public record sources. This system also contains information obtained from pilot agencies that participate in RATB's computer matches.

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

Cutoff Instruction: Cutoff at the end of the fiscal year.

Retention Period: \*In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: Temporary Records – a) Maintain onsite. Destroy immediately if extract results in no findings b) If extract is reusable destroy when no longer needed or determined that no findings can

Returned Without Action

		be made. If extract resulted in findings destroy after 20 years
	Additional Information	
	GAO Approval	Not Required
2.2	Reports & Supporting Artifacts	
	Disposition Authority Number	DAA-0220-2014-0001-0004
	Report package including statistical data, various reports, data analysis (tables, charts), graphic displays (screens of information), resource data.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format 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	
	Cutoff Instruction	Cutoff file at the end of fiscal year.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of the Commission.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2015
	How frequently will your agency transfer these records to the National Archives?	Unknown Upon termination of the Commission.
3	Federal Accountability (FAGOV)	
	<ul style="list-style-type: none"> <li>• SYSTEM DESCRIPTION: RATB has a requirement to conduct analysis of fraud, waste, and mismanagement of ARRA funds. Based on the lessons learned from successfully engaging that mission, an enhanced internet-accessible system, FAGov, was created. The FAGov system consists of multiple specialized software tools that provide visualization and insight into complex fraud data as well as the supporting infrastructure to provide secure remote access to this confidential data.</li> <li>• PURPOSE/FUNCTION OF SYSTEM: The FAGov system is used to allow</li> </ul>	

Returned Without Action



the Recovery Operations Center (ROC) analysts as well as approved agency partners, to collaboratively investigate the use of government funds, create predictive analytic products, and uncover previously unknown non-obvious entity relationships. The system captures and maintains these analytic products in a way that they will be securely available to other authorized analysts in the future, and be used to provide analytic products to the requesting agency. • SOURCE(S) OF DATA: (Include inputs from other systems) Initial data is created when ROC analysts receive tip information from a tip hotline or are presented data for analysis from various entities and open an investigative case. This case scope is the basis for the resulting investigative and analytical products. Data for the FAGov system is automatically imported from the various sources listed below for analysis. In addition, specific data can be imported on a case-by-case basis from relevant sources – State and Local records, SBA information, LexisNexis. Using the case data, additional analysis on case information is performed. The primary tool in the FAGov system is the Palantir application. The Palantir Workspace is a client software (Java UI) used to display analysis and accept user operations. The Palantir Workspace connects across the WAN via secure tunnel (SSL) to the Palantir software system. Data is stored and processed on the Palantir App Server, Search Server or Database Server. When a user searches for the data in the Palantir application, the request is sent from the Palantir Dispatch Service to the Search Engine and any matching results are sent back to the Dispatch Service. The Dispatch Service then writes a relational form of the data to the Dispatch schema on the Oracle database. Finally, the data is sent to the client and visualized from the in-memory representation of the data on the client workstation. All data sent is encrypted during transit. Current data sources include the following:

1. Central Contractor Registration (CCR)
2. Recovery.gov 1512 Data
3. Federal Procurement Data System (FPDS)
4. Federal Assistance Awards Database System (FAADS+) via USASpending.gov
5. FFATA Subaward Reporting System (FSRS) via USASpending.gov
6. Excluded Parties List System (EPLS)
7. HHS OIG List of Excluded Individuals Entities (LEIE)
8. IRS Automatic Revocation of Exemption List (ARL)
9. Federal Audit Clearinghouse (FAC)
10. Regulatory Data Corporation (RDC) Global Regulatory Information Database
11. Dun & Bradstreet (D&B) Worldbase and Credit and Collection Files
12. Department of Defense Terminations List
13. OIG Recovery Hotline Complaints
14. RATB Leads, Observations and Complaints
15. SSA Public Death Master File (DMF)
16. Accurint
17. Online Representations and Certifications Application (ORCA)
18. Public Access to Court Electronic Records (PACER)
19. Financial Crimes Enforcement Network (FinCEN) \*
20. Electronic Data Gathering, Analysis, and Retrieval (EDGAR)
21. SBA Dynamic Small Business Search
22. GuideStar
23. Corporate filings at various Secretaries of State
24. Social Media—LinkedIn, Facebook, and Twitter
25. Corporate websites
26. Agency Master Award List

\*Denotes Law Enforcement Sensitive Data Sets • INFORMATION CONTENT: The FAGov platform is comprised of a number of independent services that are hosted either locally at the RATB offices or are hosted remotely on Palantir servers. All communication between Palantir components is over HTTPS. The Palantir to Oracle connections are JDBC with SSL. Additionally, the communication

and purpose of each service is outlined in detail below.

- Dispatch Service. The Dispatch service is hosted on the Palantir App Server. The Dispatch service is the primary business logic service in the system. The Dispatch service allows clients to connect on port 443 using the HTTPS protocol to issue all queries, transfer all query results, and perform any user authentication. The Dispatch service allows clients to connect on port 80 using the HTTP protocol to webstart the Palantir Workspace; no user information, query, or any user data is transferred over HTTP. The Dispatch service connects to the following internal services:
- Oracle – stores and retrieves data via JDBC with SSL. Oracle is hosted on the Database Server.
- Search Service – runs full-text queries against the search indexes. The Search Service is hosted on the Palantir App Server.
- Oracle Database Service. The Oracle Database is hosted on the Database Server. Oracle accepts JDBC connections to over port 1521. All Palantir data is stored in the Oracle database. All data transfer between Palantir and the Oracle database is encrypted.
- Job Service. The Job service is hosted on the Palantir App Server. The Job service is responsible for processing bulk client requests asynchronously. It connects to the dispatch service via HTTPS. This is a localhost connection. In addition, the job service may store data on the job share temporarily while process is occurring.
- Search Service. The Search Service is hosted on the Palantir App Server. The Search service accepts connections from the Dispatch Service using the HTTPS protocol. This is a localhost connection. The service contains a full-text search index of the data in the system.
- Federated Search Service (Raptor). The Federated Search service accepts connections from the Dispatch Service using the HTTPS protocol. The service contains a full-text search index of the data external to the system.
- Monitoring Service. The Monitoring service is hosted on the Palantir App Server. The Monitoring service is responsible for ensuring that all processes are actively running. The service connects to each other service via JMX secured with SSL. Additionally, the monitoring service answers requests via HTTPS for monitoring data from the Enterprise Manager Service. This is a localhost only connection.
- Configuration Service. The Configuration service is hosted on the Palantir App Server. The Configuration service is responsible for performing cluster operations, for example starting and stopping the services in the system. The service operates a lightweight daemon process, or agent, on each physical server and communicates with the agent via a socket connection secured with SSL.
- Enterprise Manager Service. The Enterprise Manager Service is hosted on the Palantir App Server. The Enterprise Manager Service provides a web-based management console for the system. Administrators connect via HTTPS. It communicates with the following services:

- Dispatch service
- Monitoring service
- Palantir Web Service. The Palantir Web Service is hosted on the Palantir App Server. The Palantir Web Service provides web-based, read only access to data in the system. This service uses HTTPS protocol and allows connections from clients.
- ESRI. Hosted locally. Provides additional geo-spatial information and mapping to ROC analysts based identified need.

• SYSTEM OUTPUTS: (Include outputs from other systems) Report package including statistical data, various reports, data analysis (tables, charts), graphic displays (screens of information), resource data.

Returned with Out Action

3.1

**Data Extracts Files**

Disposition Authority Number DAA-0220-2014-0001-0005

Data extracts obtained from various media (i.e. CDs, removable hard drives, databases) consisting of records collected in performance of RATB responsibilities, as well as records maintained by other governmental agencies, entities, and public record sources. This system also contains information obtained from pilot agencies that participate in RATB's computer matches.

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 form(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**

Cutoff Instruction Cutoff at the end of the fiscal year.

Retention Period. \*In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: Temporary Records – a) Maintain in situ. Destroy immediately if extract results in no findings. b) If extract is reusable destroy when no longer needed or determined that no findings can be made. If extract resulted in findings destroy after 20 years

**Additional Information**

GAO Approval Not Required

3.2

**Reports & Supporting Artifacts**

Disposition Authority Number DAA-0220-2014-0001-0006

Report package including statistical data, various reports, data analysis (tables, charts), graphic displays (screens of information), resource data.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

Required Without Action

electronic format(s) other than e-mail and word processing?

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

**Disposition Instruction**

Cutoff Instruction **Cutoff files at the end of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after termination of Commission.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2009 To 2015**

How frequently will your agency transfer these records to the National Archives? **Unknown  
Upon termination of the Commission.**

4

**Social Media (Hosted on RATB Servers)**

Social Media are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. This schedule applies to the content maintained by RATB on Recovery.gov and/or commercial social networking sites not hosted on RATB servers.

4.1

**Web Logs (Blogs)**

Disposition Authority Number **DAA-0220-2014-0001-0007**

These blogs are part of the recovery.gov website where content is posted by RATB staff for public consumption. They are intended to communicate with the public about the work of RATB using plain language and multimedia assets, like pictures, videos and audio clips. The blogs may also link to other websites within and outside of RATB. Each blog posting of a particular subject consists of a title, body, author, and a post date.

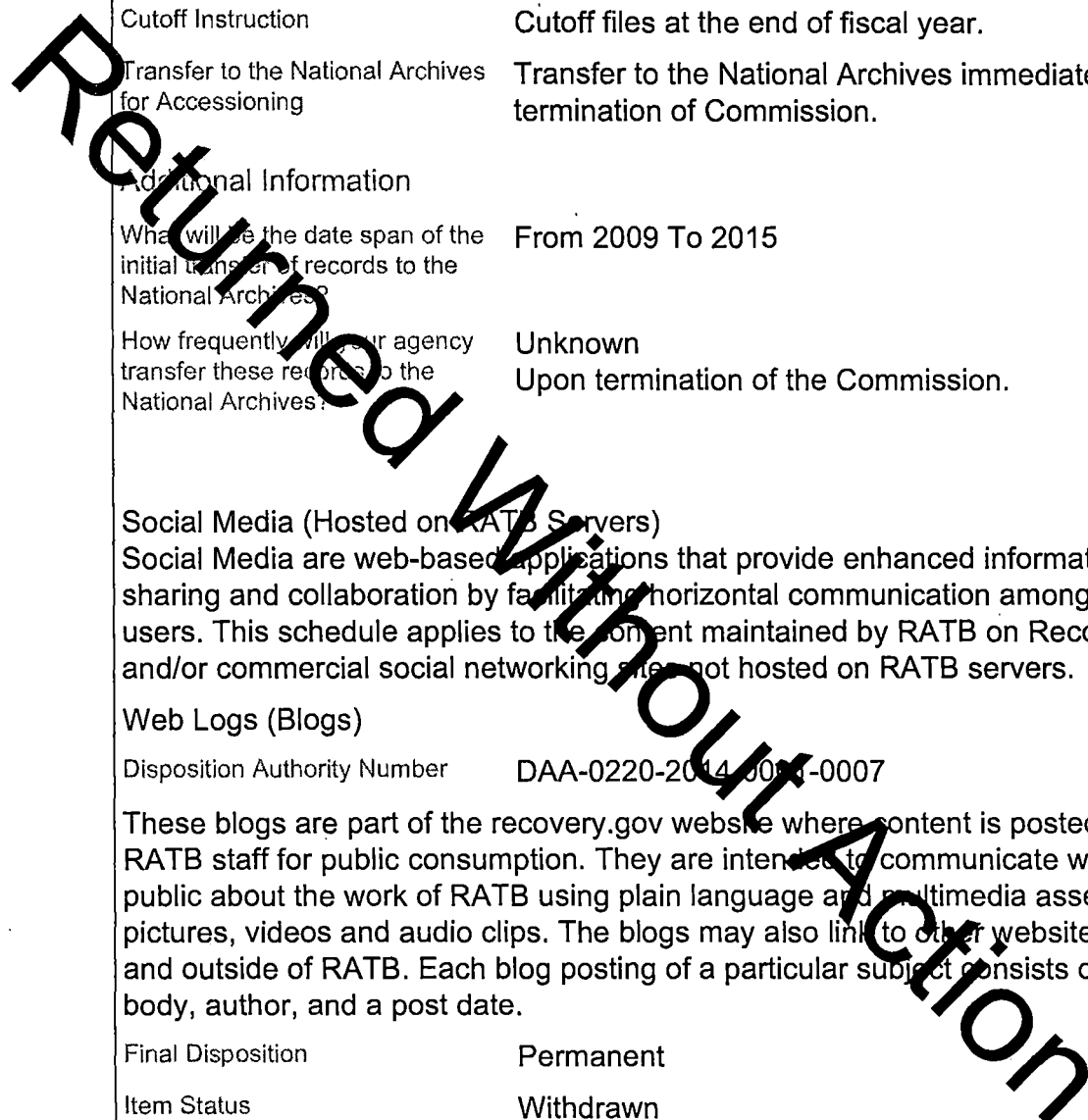
Final Disposition **Permanent**

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

Cutoff Instruction	Cut off at the end of the Presidential Administration.
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of Commission.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2015
How frequently will your agency transfer these records to the National Archives?	Unknown Upon termination of Commission.

5 Social Media (hosted on Public Servers "Not RATB")  
Social Media are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. This schedule applies to the content maintained by RATB on Recovery.gov and/or commercial social networking sites not hosted on RATB servers.

5.1 Social Networking Sites

Disposition Authority Number DAA-0220-2014-0001-0008

RATB has created accounts on commercial social networking sites in order to provide information to the public. These social networking sites include Facebook, YouTube, Flickr and Twitter. Individuals who visit RATB account pages, or interact with these accounts, may be registered users of the social networking service. When interacting with a RATB account, users are not required to provide any information to RATB. Any information users may have provided to the social networking service, for which they have registered independently, is voluntarily contributed and is neither accessible nor maintained by a RATB entity. \*Note: RATB does not manage the content on these public servers. RATB content is created, saved, and then posted to these sites. This section applies to the content saved and maintained by RATB staff in RATB recordkeeping systems. Facebook Page (or similar) a. The profile and original content The content will include the initial profile, any changes to the profile, and may include original material. b. Log of posted content RATB Staff will maintain a "log" or register that describes material posted by RATB staff to include a brief description of content, links, source office, date uploaded and date removed.

Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes

5.2

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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the Presidential Administration.
Retention Period	Destroy immediately after termination of Commission.
<b>Additional Information</b>	
GAO Approval	Not Required
<b>YouTube Videos</b>	
Disposition Authority Number	DAA-0220-2014-0001-0009
<b>Videos posted on YouTube</b>	
Final Disposition	Permanent
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the Presidential Administration.
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after termination of Commission.
<b>Additional Information</b>	
What will be the date span of the initial transfer of records to the National Archives?	From 2009 To 2015
How frequently will your agency transfer these records to the National Archives?	Unknown Upon termination of Commission.

Returned Without Action

6

**RATB Intranet**

The RATB Intranet portal serves as an internal website within the agency's network that only authorized users can access and supports the efficient management and collaboration of agency data, applications, and information through personalized views. **PURPOSE/ WEBSITE FUNCTIONALITY** The purpose of the RATB Intranet is to share agency information and computing resources amongst agency users. The functions/capabilities of the RATB Intranet entail: • Integration — Ability to integrate with current tools or the possibility of adding new tools. • Security — Enable user or group based security to secure documents and sites throughout the intranet portal. • Customization — Provides the ability for users to customize tools and resources they use most often. • Collaboration — Users can efficiently collaborate tasks and workflows. Example would be multiple people working on one document. • Communication Channels — Enables the agency to promote agency culture and present information in a more interactive way. • Automation — Workflows and templates can automate specific document creation. Alerts are created to help learn of changes and new additions to the intranet. • Applications — Links to applications for users to perform duties. • Document Repository — Ability to store and retrieve document information while maintaining regular backups to prevent data loss. • Enterprise Search — search enterprise content using enterprise search • Targeted Content — Portal administrators can target content by business group area, e.g., HR, Content Team, Legal, Senior Executives, etc.

6.1

**Web Content**

Disposition Authority Number      DAA-0220-2014-0001-0010

A "snapshot" of the official RATB Intranet website that captures the "look and feel" of the site, including a full site map and working links to all additional pages or postings.

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**

Cutoff Instruction                      Capture an Intranet snapshot at the end of each calendar year.

Retention Period                        Destroy immediately after termination of commission.

Retained Without Action

6.2

Additional Information

GAO Approval Not Required

Intranet Content

Disposition Authority Number DAA-0220-2014-0001-0011

Includes posted directives, issuances, forms, reports, statistics, and other records dealing with the administration and support of internal Agency affairs and similar files posted for the information or use of RATB staff and others with access to the Intranet 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

Cutoff Instruction Capture an Intranet snapshot at the end of each calendar year.

Retention Period Destroy immediately after termination of commission.

Additional Information

GAO Approval Not Required

6.3

Website Management and Support Files

Disposition Authority Number DAA-0220-2014-0001-0012

Documents created or received in the development, design, implementation, operations, and maintenance of the RATB Intranet website. Webmaster, content manager and IT support records including content lists, posting logs, technical reference documents, and other records dealing with site management, maintenance, and support.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

Returned Without Action



electronic format(s) other than e-mail and word processing?

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

Yes

Disposition Instruction

Cutoff Instruction

Capture an Intranet snapshot at the end of each calendar year.

Retention Period

Destroy immediately after termination of Commission.

Additional Information

GAC Approval

Not Required

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
03/27/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
06/20/2014	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
11/13/2014	Return Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action