

Request for Records Disposition Authority

Records Schedule Number : DAA-0220-2014-0013
Schedule Status : Approved
Agency or Establishment : Nuclear Waste Technical Review Board
Record Group / Scheduling Group : Records of Temporary Committees, Commissions, and Boards
Records Schedule applies to : Agency-wide
Schedule Subject : Nuclear Waste Technical Review Board Website (<http://www.nwtrb.gov/>)
Internal agency concurrences will be provided : No

Background Information : The NWTRB is an independent agency of the U.S. Federal Government. Its sole purpose is to perform independent scientific and technical peer review of the Department of Energy's program for managing and disposing of high-level radioactive waste and spent nuclear fuel and provide findings & recommendations to Congress, the Secretary of Energy, & the interested public. This schedule covers records used to maintain the content and management of the agencies website.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0220-2014-0013

Sequence Number	
1	Web Content Records Disposition Authority Number: DAA-0220-2014-0013-0001
2	Web Site Management Files Disposition Authority Number: DAA-0220-2014-0013-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="386 426 695 454">Web Content Records</p> <p data-bbox="386 480 1166 508">Disposition Authority Number DAA-0220-2014-0013-0001</p> <p data-bbox="386 534 1516 642">Files related to the mission of the agency, year end reports, press releases, summary of workshops, budget justifications, meeting calendars, and the agencies strategic plan.</p> <p data-bbox="386 659 943 692">Final Disposition Temporary</p> <p data-bbox="386 713 877 745">Item Status Active</p> <p data-bbox="386 767 844 799">Is this item media neutral? Yes</p> <p data-bbox="386 821 844 940">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 data-bbox="386 961 844 1047">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="386 1084 690 1116">Disposition Instruction</p> <p data-bbox="386 1144 1433 1209">Retention Period Destroy immediately after no longer needed for conducting business</p> <p data-bbox="386 1252 690 1284">Additional Information</p> <p data-bbox="386 1306 976 1338">GAO Approval Not Required</p>
2	<p data-bbox="386 1360 778 1392">Web Site Management Files</p> <p data-bbox="386 1414 1166 1442">Disposition Authority Number DAA-0220-2014-0013-0002</p> <p data-bbox="386 1468 1516 1608">Files related to site maps, web usage, web design, copy righted materials, software applications, content from backend systems used to generate static content on the site, screen captures and site snapshots, when the record copy is not captured elsewhere.</p> <p data-bbox="386 1629 943 1662">Final Disposition Temporary</p> <p data-bbox="386 1683 877 1716">Item Status Active</p> <p data-bbox="386 1737 844 1770">Is this item media neutral? Yes</p> <p data-bbox="386 1791 844 1910">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Retention Period	Destroy immediately after When superseded, obsolete, or no longer needed to conduct agency business, whichever is later.
Additional Information	
GAO Approval	Not Required

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
06/09/2014	Certify	Davonya Barnes	IT Specialist	Nuclear Waste Technical Review Board - Nuclear Waste Technical Review Board
09/24/2014	Submit for Concurrency	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
10/30/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/30/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/03/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist