Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

Description:

REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
   8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)
   Advisory Commission on Electronic Commerce

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Dianne Cannon

5. TELEPHONE NUMBER
   703-993-8049

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 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,

   ☑ is not required   ☐ is attached; or   ☐ has been requested.

   DATE   SIGNATURE OF AGENCY REPRESENTATIVE   TITLE
   4/17/00   Executive Director

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Please see attached:
   Website schedule

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
   (NARA USE ONLY)

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228
Background Information

The Advisory Commission on Electronic Commerce (ACEC) was created by Congress to study federal, state, local, and international taxation and tariffs on transactions using the Internet and Internet access. The commission's 19 members include three governors, heads of several major information technology corporations and other government and business leaders from across the United States. Virginia Governor James Gilmore chairs the Commission. The Commission's term ends in June 2000.

The following disposition schedule relates to the web site hosted by the Commission, but managed by the Commonwealth of Virginia through its Department of Information Technology. The State of Virginia has, through a request from Governor Gilmore, ensured the Commission that it will maintain the site and all associated records until June 1, 2001.

The Commission's web site contains information about the activities of the Commission and information about its members. The www.ecommercecommission.org web site contains biographies of the Commission members, a press room where press releases can be read and customers can hear a teleconference webcast through the use of "RealPlayer" software, a calendar of meetings and agendas, the Commission's library (electronic reading room), frequently asked questions, and links to related information. The web site also allows for the sending of electronic mail messages to the Commission. The State of Virginia is responsible for the automated technology requirements associated with this web site and for hosting the web server.

Item 1. Ecommercecommission.org Web Site Archives

Paper records that contain all screen printouts of the web site pages at any given point in time. This is the material as actually seen by a user as of a specific date.


Item 2. Ecommercecommission.org Web Site Change Control Records

a. Records that contain web site change requests from the Commission's staff and/or members, the source code listing, and all clearances.


b. Electronic versions of records created by electronic mail and word processing applications.

Disposition: Delete after recordkeeping copy (records contained in item 2a) has been produced.
Item 3. Ecommercecommission.org Web Site Migration Records

Electronic records that contain web site migration documentation, i.e., date and time of migration, list of change items, and steps for conducting the migration from the proof server to the production server.


Item 4. Ecommercecommission.org Web Site Feedback and Statistical Reports

Electronic records that contain all comments and feedback from web site users. Also included are reports that contain utilization statistics on the web site.


Item 5. Ecommercecommission.org Web Site Electronic Code

Electronic code (HTML, etc) that contains the information to produce the web site at any given point in time.


Item 6. Ecommercecommission.org Web Design Records

Graphic design draft layouts, stock graphic images, correspondence or other records relating to the development of the visual presentation of the web site.