

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-220-00-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-17-2000</i>	
1. FROM (Agency or establishment) Advisory Commission on Electronic Commerce		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Dianne Cannon		5. TELEPHONE NUMBER 703-993-8049	DATE <i>2-15-01</i>
		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
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>2</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 <i>4/17/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Deborah Krenker</i>		TITLE Executive Director
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<i>Please see attached: Website schedule</i>		
<i>Agency NUL</i>			

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.

Disposition: Temporary. Destroy on June 1, 2001.

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.

Disposition: Temporary. Destroy on June 1, 2001.

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.

Disposition: Temporary. Delete on June 1, 2001.

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.

Disposition: Temporary. Delete on June 1, 2001.

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.

Disposition: Temporary. Delete on June 1, 2001.

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.

Disposition: Temporary. Destroy/Delete on June 1, 2001.