**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

| TO | NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408 |
|---|---|
| 1 | FROM (Agency or establishment)  
FEDERAL MEDIATION AND CONCILIATION SERVICE |
| 2 | MAJOR SUBDIVISION  
ADMIN SERVICES/INFORMATION SYSTEMS DEPT |
| 3 | MINOR SUBDIVISION |
| 4 | NAME OF PERSON WITH WHOM TO CONFER  
DEAN BUNDY |
| 5 | TELEPHONE  
(202) 606-2157 |

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ARCHIVIST OF THE UNITED STATES</th>
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<tbody>
<tr>
<td>2/23/07</td>
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</table>

**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 now needed for the business of 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  
8 DEC 2003  
DEAN BUNDY |
<table>
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<td>RECORDS MANAGER</td>
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**ITEM NO**

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<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>FMCS—Content and Administrative Records of the Website</td>
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**ACTION TAKEN (NARA USE ONLY)**

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Retention Schedule for Content and Administrative Records of the FMCS Website

These disposition instructions apply to all the described records regardless of physical media, except as noted.

WEB 1100  FMCS public website (www.fmcs.gov). This website is how the Agency presents its mission and services to the public and clients.

RETENTION

(a) Web content: a “snapshot” of the official FMCS public website that captures the “look and feel” of the site, including a full site map and working links to all additional pages or postings.

Temporary. Capture a site snapshot at the end of each calendar year. Destroy or delete snapshots 3 years after capture.

(b) Web content including pages or links containing agency issuances and information such as links to fillable forms, reports of news items or mission-related accomplishments, reports or postings by the FMCS Director or other management personnel, and similar information.

Temporary. Delete from the FMCS recordkeeping system when 3 years old.

WEB 1101  FMCS website management and support records. Webmaster, content manager and IT support records including content lists, posting logs, technical reference documents, and other records dealing with site management, content management, maintenance, and support.

Temporary. Destroy or delete from the FMCS recordkeeping system when 2 years old or when related web content records are destroyed, whichever is earlier.
WEB 1200 Official FMCS Intranet website.
The FMCS Intranet home page for employees and others granted access to the Agency Intranet.

RETENTION

(a) Web content: a “snapshot” of the official FMCS 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.

Temporary. Capture an Intranet snapshot at the end of each calendar year. Destroy or delete from the FMCS recordkeeping system 7 years after capture.

(b) Intranet content, including 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 FMCS staff and others with access to the Intranet site.

Temporary. Destroy or delete from the FMCS recordkeeping system when 7 years old.

WEB 1201 Official FMCS Intranet website management and support records.
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.

Temporary. Destroy or delete from the FMCS recordkeeping system when 7 years old.