

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-116-01-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-29-01</i>	
1. FROM (Agency or establishment) Administrative Office of the U.S. Courts		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Internal Services			
3. MINOR SUBDIVISION Information Management Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Patricia A. Kelly	5. TELEPHONE 202-502-1577	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/27/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE Michael R. Burke <i>Michael R. Burke</i>	TITLE Senior Management Analyst	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>Web Activity Log</u></p> <p>Websense is an advanced Internet content screening system which allows the Administrative Office to eliminate network traffic to Internet sites deemed inappropriate. Logging is essentially the process of recording Internet filtering activity. The web site activity log and related components record the following information:</p> <p>IP Address: The IP address uniquely identifies the staff member's workstation. Websense defines a workstation as a computer from which users access the Internet.</p> <p>URL (Uniform Resource Locator): The URL is the name given to addresses where HTTP, Gopher, FTP and other Internet content is stored. It is essentially the name of the site visited by the staff member.</p>		

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Date and Time Stamp: This field contains the date and time that the site was visited. If a new web page was visited by a staff member, the date and time would be recorded within the log.

First and Last Name: the name of the person who accessed a particular site.

Bytes Transferred: When a user requests a permitted site, the site sends information to the user's workstation in the form of text and graphics. This information occupies a certain number of bytes of the computer.

Disposition: Temporary. Destroy/delete 2 years after creation or when no longer needed for management review, whichever is later.

In the event that these records become evidence of improper activity, they must be retained beyond the 2 year period until notification by the investigation officer that the records are no longer needed in an investigation or enforcement action.