

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0516-2018-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0516-2018-0002
Schedule Status Returned Without Action

Agency or Establishment Federal Judicial Center
Record Group / Scheduling Group Records of the Federal Judicial Center
Records Schedule applies to Agency-wide
Schedule Subject Social Media Records
Internal agency concurrences will be provided No

Background Information The FJC shares text and videos on a number of social media platforms, currently including Twitter and the official Youtube channel of the U.S. Courts. Select FJC employees are assigned the role of posting and mediating content from official FJC accounts. Videos and tweets posted to social media also appear on the FJC's websites. This schedule applies to the records related to all current and future official social media accounts of the FJC.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0516-2018-0002

Outline of Records Schedule Items for DAA-0516-2018-0002

Sequence Number	
1	Social Media Content Records Disposition Authority Number: DAA-0516-2018-0002-0001
2	Social Media Operations Records Disposition Authority Number: DAA-0516-2018-0002-0002

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Records Schedule: DAA-0516-2018-0002

Records Schedule Items

Sequence Number	
1	<p>Social Media Content Records</p> <p>Disposition Authority Number DAA-0516-2018-0002-0001</p> <p>Text, photos, videos, and related metadata posted to social media platforms including but not limited to Twitter and Youtube.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Includes only records shared digitally via social media.</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 6 months old or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Social Media Operations Records</p> <p>Disposition Authority Number DAA-0516-2018-0002-0002</p> <p>Records related to the operations of FJC social media accounts, including screen captures of deleted content, social media policy decisions, and social media account holder information such as passwords and lists of employees with account access.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Retention Period **Destroy when superseded, obsolete, or no longer needed for the conduct of agency business.**

Additional Information

GAO Approval **Not Required**

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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
07/31/2019	Certify	Andrew Kaplan	Records Management Specialist	Federal Judicial Center - Federal Judicial Center
08/05/2019	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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