

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-292-09-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/24/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Administration for Children and Families			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Douglas Johnson, ACF Records Officer	5 TELEPHONE NUMBER 202-690-1205	DATE <i>12/3/10</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</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>3</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>09/22/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i> S // Yvonne K Wilson	TITLE HHS Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>ACF Websites</u> See attached		

ACF Electronic Records Schedules

Item No. Web Content
1 **Public Website – Administration for Children and Families (ACF) Internet**
 (www.acf.hhs.gov)

The agency website, www.acf.hhs.gov, provides information to the public and ACF grantees about ACF and its services, including specific grant-related announcements, memos and grant instructions

The website includes web versions of/links to the following

- Information about ACF, including mission statements, organizational structure, program offices and their missions, policy, and planning
- Press releases and information about special events and conferences
- ACF grant opportunities and other initiatives
- ACF policies and guidance
- Statistics and research conducted by the agency
- Employment opportunities
- Search boxes for finding an ACF program website and questions

The website also includes

- ACF services, i.e. adoption and foster care, child care, child support, emergency preparedness and response, and human trafficking
- Health and Human Services and other federal agency websites

Disposition TEMPORARY. Destroy/delete when superseded or obsolete

A Public Website - Early Childhood Knowledge and Learning Center
(ECKLC) Website – (www.ecklc.ohs.acf.hhs.gov)

The ECKLC offers relevant, timely information, knowledge and learning to Head Start programs and the early childhood community in an easy-to-use format. The website's sections of interest include

- Disabilities
- For Parents
- Health
- Research
- Transportation
- News and Events
- Head Start Directories
- Regulations and Policies
- Changing Screen featuring website highlights

The website also includes links to

- Head Start Locator
- Upcoming Conferences
- Webcasts

Disposition TEMPORARY Destroy/delete when superseded or obsolete

2 **Intranet Website – Administration for Children and Families (ACF) Intranet**
(<http://intranet.hhs.acf.gov>)

The website includes web versions of information for agency staff. The ACF Intranet provides documentation of administration and program office business processes, procedures and information memorandum that is used to inform and guide staff. Information contained within the ACF Intranet includes

- News and events
- Information and links to staff resources and services
- Policy and guidance
- Administrative office services, i.e. the Facilities Request System (FRS)
- Organizational charts
- Staff directories
- Information about agency projects
- Strategic planning
- Links to administration request forms and form processing

Disposition TEMPORARY Destroy/delete when superseded or obsolete

3. **Web content snapshot**

Snapshot of agency public website and Intranet website taken before significant changes are implemented (i.e. change of administration, website redesign)

Disposition TEMPORARY Cut off periodically. Destroy when one year old or when no longer needed, whichever is later

4. **Web Management and Operations Records**
Web policies and procedures

Records reflecting the policies and procedures established to ensure oversight of the agency web content (Internet and Intranet). This includes policies outlining the process by which materials are added, changed, and /or deleted from the websites.

Disposition TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/delete one year after cutoff

5. **Website design records**

Records produced in the process of developing and updating design and implementation of pages on the agency websites (Internet and Intranet), including design records and templates.

Disposition TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/delete one year after cutoff

6. **Software records**

Records about the products used in the creation and maintenance of the agency websites (Internet and Intranet) These records include identification of product versions and licenses

Disposition. **TEMPORARY**. Cut off at the end of the calendar year when product is replaced Destroy/delete two years after cutoff

7. **Records relating to system usage**

Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log in files, password files. Audit trail files, system usage files and cost back files used to assess charges for system use

Disposition **TEMPORARY** Delete/destroy when no longer needed (Proposed five years) (GRS 20, Item 1c)

8. **Records relating to system performance testing**

Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records

Disposition: **TEMPORARY** Delete/destroy when the agency determines they are no longer needed (Proposed five years) (GRS 20, item 1a)

9. **Backup tapes**

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

Disposition: **TEMPORARY**.

- (1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later.
- (2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later. (GRS 24, Item 4a)