

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

2. MAJOR SUBDIVISION  
HEALTH RESOURCES AND SERVICES ADMINISTRATION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Marilyn E. Foreman  
HRSA Records Management Officer

5. TELEPHONE  
301-443-0898

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-512-99-1*

DATE RECEIVED  
*12-9-98*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *5-25-99* ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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,

is not required;  is attached; or  has been requested.

DATE *DEC 4 1998* SIGNATURE OF AGENCY REPRESENTATIVE *A. Prentice Barnes, Sr.* TITLE *HHS Records Management Officer*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>USER ACCESS LOG</p> <p>The Health Resources and Services Administration (HRSA), Department of Health and Human Services (HHS), maintains a World Wide Web Internet/Intranet site for authorized activities including the dissemination of information.</p> <p>The internet server software automatically creates a record of visits to the site. The software records the visitor's origin, date and time, length of stay, and activities while at the site. This information is of value for security and administrative purposes.</p> <p>Disposition: Temporary. Destroy <sup>after 90 days.</sup> <del>quarterly, or when no longer needed, whichever is later.</del></p> <p><i>Max Roebuck</i> HRSA Webmaster Office of Information Technology <i>11/10/98</i> Date</p> <p><i>Nancy A. Pagan</i> HRSA Chief Information Officer Office of Information Technology <i>11/4/98</i> Date</p> <p><i>Marilyn E. Foreman</i> HRSA Records Management Officer <i>11/4/98</i> Date</p>	<i>M.F. 4/2/99</i>	