

Request for Records Disposition Authority

Records Schedule Number: **DAA-0220-2014-0013**
Schedule Status: **Approved**
Agency or Establishment: **Nuclear Waste Technical Review Board**
Record Group / Scheduling Group: **Records of Temporary Committees, Commissions, and Boards**
Records Schedule applies to: **Agency-wide**
Schedule Subject: **Nuclear Waste Technical Review Board Website (<http://www.nwtrb.gov/>)**
Internal agency concurrences will be provided: **No**

Background Information: The NWTRB is an independent agency of the U.S. Federal Government. Its sole purpose is to perform independent scientific and technical peer review of the Department of Energy's program for managing and disposing of high-level radioactive waste and spent nuclear fuel and provide findings & recommendations to Congress, the Secretary of Energy, & the interested public. This schedule covers records used to maintain the content and management of the agencies website.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0220-2014-0013

Sequence Number	
1	Web Content Records Disposition Authority Number: DAA-0220-2014-0013-0001
2	Web Site Management Files Disposition Authority Number: DAA-0220-2014-0013-0002

Records Schedule Items

Sequence Number	
1	<p>Web Content Records</p> <p>Disposition Authority Number DAA-0220-2014-0013-0001</p> <p>Files related to the mission of the agency, year end reports, press releases, summary of workshops, budget justifications, meeting calendars, and the agencies strategic plan.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after no longer needed for conducting business</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Web Site Management Files</p> <p>Disposition Authority Number DAA-0220-2014-0013-0002</p> <p>Files related to site maps, web usage, web design, copy righted materials, software applications, content from backend systems used to generate static content on the site, screen captures and site snapshots, when the record copy is not captured elsewhere.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>

Do any of the records covered
by this item exist as structured
electronic data?

Yes

Disposition Instruction

Retention Period

Destroy immediately after When superseded,
obsolete, or no longer needed to conduct agency
business, whichever is later.

Additional Information

GAO Approval

Not Required

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
06/09/2014	Certify	Davonya Barnes	IT Specialist	Nuclear Waste Technical Review Board - Nuclear Waste Technical Review Board
09/24/2014	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
10/30/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/30/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/03/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist