

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-258-09-12	DATE RECEIVED 9/25/09
1 FROM (Agency or establishment) United States Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Risk Management Agency (RMA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Debbie Lackey or Erin Tecce	5 TELEPHONE 816-926-7915	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6 AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE 9/21/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ryan Mills</i>	TITLE Agency Records Coordinator
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>Web site</b></p> <p>The Web site is a resource providing information about the Agency or Department, providing services to the public or internal employees and contractors, and supporting the mission of Agency programs. The Web site is also used to distribute software programs, models, and textual, video, sound or image files.</p> <p>This schedule covers records such as software used to maintain the site (Site Publisher, Dream Weaver etc), the content on the site, site management documentation, and backend systems that are not covered by other schedules. It applies to the Internet, intranet, extranet and portals.</p> <p>Web content records are covered by the applicable records schedules for the functions they support. If the Web content records are unique and not covered by existing schedules, they must be scheduled separately.</p> <p><b>See attached</b></p>		

**USDA**

**RISK MANAGEMENT AGENCY**

**Title:** Web Sites

**Program:** All Programs

**Applicability:** Agency-wide

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

**Description:**

The Web site is a resource providing information about the Agency or Department, providing services to the public or internal employees and contractors, and supporting the mission of Agency programs. The Web site is also used to distribute software programs, models, and textual, video, sound or image files.

This schedule covers records such as software used to maintain the site (Site Publisher, Dream Weaver etc ), the content on the site, site management documentation, and backend systems that are not covered by other schedules. It applies to the Internet, intranet, extranet and portals.

Web content records are covered by the applicable records schedules for the functions they support. If the Web content records are unique and not covered by existing schedules, they must be scheduled separately.

**Disposition Instructions:**

**Item a:** System software and documentation

Includes software used for creating and maintaining the site

Destroy when no longer needed to ensure access to and use of the records throughout the authorized retention period

**Item b:** Site management and operations

Includes, reports, statistics, procedures and approvals

Close inactive records at end of year

Destroy 1 years after file closure

**Item c: Log files**

Includes, unprocessed log files, application logs, and similar files

Destroy when 3 months old in accordance with Department Directive XXXX

**Item d: Web content - not unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate or feed static or dynamic content on the site(s) such as databases, briefings, published articles as well as screen captures and site snapshots, when the record copy \* is captured elsewhere

Destroy when superseded, obsolete, or no longer needed to conduct Agency business, whichever is later, but not longer than the retention of the record copy

**Item e: Web Content - unique**

Includes markup language, code, textual and audiovisual files, contextual hyperlinks, and content from backend systems used to generate static or dynamic content on the site(s), as well as screen captures and site snapshots, when the record copy\* is not captured elsewhere

\*Record Copy –Official copy of an original record, or a copy which is not a convenience, duplicate, or working copy

- **Varies**
- Follow the disposition instructions for the applicable records schedule for existing schedules. If not covered by existing schedules, contact the Agency Record Management Officer (RMO) or Record Manager/Liaison to develop a new one by issuing a SF115

**Item f: Content Management System**

**Site Applications**

Retain 3 versions back to insure the ability to maintain system integrity

**Guidance:**

Web content records documenting USDA operations, decisions, and actions that are needed to protect the legal historical and financial rights of the government and the public must be captured in a recordkeeping system and retained in accordance with the applicable records schedules. If the Web content records are unique and not covered by existing schedules, offices must contact the Agency Records Management Officer (RMO) to prepare a custom records schedule. Additional guidance on managing Web records is available at (URL to be added)

Organizations need to pay particular attention to Web content with potential regulatory, enforcement or other legal impact, as well as events of historical significance or importance (e.g., World Trade Center, Hurricane Katrina). For example, if an organization is offering guidance to the regulated community, it needs to retain a complete record in its recordkeeping system of what that guidance was, how long it was posted and URLs referenced by hyperlinks.

Changes to the Web content records, such as major additions or deletions that might affect decisions or actions by the public or regulated community are covered under item d or e. Documentation on minor editorial or non-substantive changes (e.g., correcting typographical errors) may not need to be kept, depending upon a risk analysis. More information on assessing records management risks associated with Web sites can be found in NARA's guidance at <http://www.archives.gov/records-mgmt/policy/managing-web-records.html>

This schedule also covers podcasts, streaming media, and other popular forms of transmission.