Request for Records Disposition Authority

Records Schedule Number   DAA-0446-2013-0004

Schedule Status   Approved

Agency or Establishment   Defense Security Service

Record Group / Scheduling Group   Records of the Defense Security Service

Records Schedule applies to   Agency-wide

Schedule Subject   DSS Web Records

Internal agency concurrences will   No
be provided

Background Information   Records related to the content and maintainence of the DSS external
                                       website www.dss.mil

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0446-2013-0004

Sequence Number	
1	Web content Disposition Authority Number: DAA-0446-2013-0004-0001
2	Website Management Files Disposition Authority Number: DAA-0446-2013-0004-0002

Records Schedule Items

Sequence Number		
1	**Web content**	
	Disposition Authority Number	DAA-0446-2013-0004-0001

Web content records and records that can be used as evidence of content. Included are HTM-encoded pages, PDF files and code changes, "smapshots" and comprehensive URL listings, style guides, interim guidance.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Cutoff Instruction	Event is when superseded or obsolete. Keep until no longer needed for conducting business but not longer than 6 years, then delete
Retention Period	Destroy when no longer needed

Additional Information

GAO Approval	Not Required

2	**Website Management Files**	
	Disposition Authority Number	DAA-0446-2013-0004-0002

Records relating to site maps, web usage, web design, copy righted materials, and software applications.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

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

Yes

Disposition Instruction

Retention Period

Destroy when no longer needed

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
07/02/2013	Certify	Ron White	Records Manager	DOD - OSD
09/24/2014	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
09/24/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/29/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist