

app 9/30/09  
tel 9/30/09

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-506-10-1</b>	
		DATE RECEIVED <b>10/6/09</b>	
1 FROM (Agency or establishment) Defense Commissary Agency		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 SUB DIVISION Directorate of Program Management			
3 MINOR SUBDIVISION Records Management			
4 NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5 TELEPHONE 804-734-8000/48841	DATE <b>10/13/09</b>	ARCHIVIST OF THE UNITED STATES 
<b>6 AGENCY CERTIFICATION</b> 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>2</u> page(s) are not needed now 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 09-30-2009	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer, DeCA	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The Defense Commissary Agency submits the attached items for your review and approval to schedule web records that require scheduling on both the DeCA Intranet and Internet		

Form Designed by Adobe Form Client Designer 5.0

## Defense Commissary Agency (DeCA)

### Internet and Intranet Websites

**System Background and Purpose:** The DeCA internet and intranet websites (commissaries.com and OneNet – commissaries.com/employees/home.cfm) are resources providing information about DeCA, providing services to its patrons, business partners, employees and contractors, supporting the mission of Agency programs. The websites are also used to distribute image files.

This schedule covers records such as software used to provide services and maintain the site, the content on the site, and site management and maintenance documentation. It applies to DeCA's Internet and Intranet sites.

**Restrictions:** Access to the DeCA Intranet is restricted to Agency employees.

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The disposition rules described below apply to all records identified, regardless of media format.

**Item 1. Software and documentation.**

Includes software used for creating and maintaining the site.

- **Temporary**
- Destroy records upon update

**Item 2. Site management Procedures**

Includes web content maintenance procedures

- **Temporary**
- Destroy records upon update

**Item 3. Site maintenance documentation**

Includes requests for content creation, updates and deletes, and logs documenting content updates.

- **Temporary**

- Destroy after 2 years

**Item 4: Web content – DeCA Public Website**

Web content records for the DeCA public website, [www.commissaries.com](http://www.commissaries.com).

Includes written, graphical, video and/or audio content, and style sheets. Included are Agency publications such as annual reports, strategic plans, and news releases, an electronic reading room for documents made available through FOIA, an on-line system for ordering groceries, and records relating to such matters as contracting, marketing, product recalls, customer service, recipes, DeCA careers, and commissary locations. Recordkeeping copies of the records on the website are scheduled separately.

**Disposition:**

- Temporary
- Destroy records upon update or when no longer needed, whichever is later

**Item 5: Web content records – DeCA internal website (intranet)**

Web content records for the DeCA internal website (intranet),

[www.commissaries.com/employees/home.cfm](http://www.commissaries.com/employees/home.cfm). Includes written, graphical, video and/or audio content, and style sheets. Included are internal phone directories, organization charts, directives, procedures, forms, and records relating to such matters as training, career development, and the employee assistance program. Recordkeeping copies of the records on the website are scheduled separately.

**Disposition:**

- Temporary
- Destroy records upon update or when no longer needed, whichever is later.