

Web Content

1. Published Web Content - All the HTML-encoded pages, interactive applications, databases, and other information posted to the web. The agency website, (www.cms.hhs.gov), provides information to the public and agency clients about the agency and its services. Content published on the web/intranet site is covered by the records schedule of the component organization that originated the content. The website includes but not limited to web versions of the following:

- Information about the agency including mission statements, organizational structure, budgeting, and strategic planning.
- Press releases and information about special events and conferences
- Agency policies and guidance
- Statistics and research conducted by the agency
- Grant opportunities

The website also includes but not limited to content including:

- Information about agency programs and services
- Information about and/or links to online resources related to agency services and programs

DISPOSITION: Temporary - Destroy/delete when superseded or obsolete.

2. Published Intranet Content – The agency’s Intranet Website ([http //cmsnet.cms.hhs.gov](http://cmsnet.cms.hhs.gov)) includes but not limited to web versions of information (news and events, information and links to staff resources and services, policy and guidance, organizational charts, staff directories, information about agency projects, strategic planning) for agency staff. Content published on the web/intranet site is covered by the records schedule of the component organization that originated the content.

DISPOSITION: Temporary. Destroy/delete when superseded or obsolete.

3. Web Content Snapshot - Snapshot of agency public website and intranet website taken before significant changes are implemented (i e. change of administration, website redesign).

DISPOSITION: Temporary. Delete/Destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

Web Management and Operations Records

~~4. Web policies and procedures – Records reflecting the policies and procedures established to ensure oversight of agency web content (internet and intranet). This includes policies outlining the process by which materials are added, changed and/or deleted from the websites.~~

~~**DISPOSITION: Temporary.** Cutoff at end of calendar year. Delete/Destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. (Scheduled as part of permanent policy records, NC1-440-79-02, item 9)~~

5. Website design records - Records produced in the process of developing and updating design and implementation of pages on the agency websites (internet and intranet), including design records and templates.

DISPOSITION: TEMPORARY. Cutoff at end of calendar year Delete/destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

~~6. Software records—Records about the products used in the creation and maintenance of the agency websites (internet and intranet). These records include identification of product versions and licenses.~~

~~**Disposition: TEMPORARY.** Cut off at the end of the calendar year when product is replaced. Destroy/delete 2 years after cutoff (GRS 20, items 10 & 11)~~

~~7. Records Relating to System Usage—Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log in files, password files, audit trail files, system usage files, and cost back files used to assess charges for system use.~~

~~**Disposition: TEMPORARY.** Cutoff at end of calendar year. Delete/Destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later (GRS 24, item 8)~~

~~8. Records Relating to System Performance Testing—Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.~~

~~**Disposition: TEMPORARY.** Cutoff at end of calendar year. Delete/Destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later. (GRS 24, item 8)~~