

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0442-2025-0001

Status: APPROVED
Date Approved: 07/15/2026

General Information

Agency or Establishment	Centers for Disease Control and Prevention
Record/Scheduling Group	0442 - Records of the Centers for Disease Control and Prevention
Records Schedule Applies To	Agency-wide
Schedule Subject	Web Content Management System
Additional Schedule Information	CDC is the nation's leading science-based, data-driven, service organization that protects the public's health. For more than 70 years, CDC has put science into action to help children stay healthy so they can grow and learn; to help families, businesses, and communities fight disease and stay strong; and to protect the public's health. Web content allows CDC to work with a long list of domestic and international partners to: • confront global disease threats through advanced computing and lab analysis of huge amounts of data to quickly find solutions. • track disease and find what is making people sick and the most effective ways to prevent it. • bring new knowledge to individual health care and community health to save more lives and reduce waste. • detect and confront new germs and diseases around the globe to increase our national security. build on our significant contribution to have strong, well-resourced public health leaders and capabilities at national, state and local levels to protect Americans from health threats.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0442-2025-0001

Item #	Title	Disposition
0001	Web Content Management System	Temporary

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Records Schedule Items

DAA-0442-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Web Content Management System	
Item Description	CDC's Web Content Management System (WCMS) is a specialized type of Content Management System (CMS) designed specifically for managing web content. It provides tools for website authoring, collaboration, and administration. The WCMS is a delivery system for all internal and external CDC content published to the web. Official records are not stored or maintained in the WCMS. The system contains copies of agency records scheduled elsewhere, such as recent news items, information that covers over 900 health and safety subjects, agency publications, information on CDC leadership, its mission, programs, and history. The web site addresses the needs of multiple CDC audiences both internally and externally.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	0-442	
Manual Title	B-321	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when superseded or obsolete	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	07/15/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.