

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-443-09-6</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/24/09</i>	
1 FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Institutes of Health (NIH)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION OD/OM/OMA/DMS			
4 NAME OF PERSON WITH WHOM TO CONFER Nyja DeFrank	5 TELEPHONE NUMBER 301-496-2463	DATE <i>1/10/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6 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 on the attached <u>4</u> page(s) are not needed now for the business for 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 checked="" type="checkbox"/> has been requested			
DATE <i>09/23/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Yvonne K. Wilson</i> Yvonne K. Wilson	TITLE HHS Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Approval is needed for the following listed NIH Web Content and Web Management and Operations Records under NIH Manual Chapter 1743 – Keeping and Destroying Records (NIH Records Control Schedule), Section 2800 Data Processing, 2800-G Web Content and 2800-H Web Management and Operations Records. See attached schedule	None (New Schedule)	

2800 G

Web Content

The NIH Website is maintained by the Office of Communications and Public Liaison (OCPL), which is part of the Office of the Director, NIH. Collectively, large segments of NIH Web space are owned and operated by the offices of the Office of the Director (OD) and each of the 27 Institutes and Centers that comprise NIH. 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.

2800-G-1

Public Website (www.nih.gov)

The NIH Website supports the mission of the agency by providing information to the public and agency clients about NIH and its services. NIH directs programs for the collection, dissemination, and exchange of information in medicine and health, including the development and support of medical libraries and the training of medical librarians and other health information specialists. The NIH Website serves the public by offering ready access to clinical studies, health and wellness information, information on obtaining research funding, research resources and library resources, news, events, and educational activities related to NIH and its mission, scientific program, policy, and planning documents, and general information about the agency, its history, organizational structure, staff, and facilities.

This schedule item includes, but is not limited to, the following systems and their successors:

NIH CSR Internet Website
NIH NCCAM Internet Website
NIH NCI Cancer Imaging Program Website (CIP)
NIH NCI Internet Website (cancer.gov)
NIH NCI Radiation Epidemiology Course 2007 (REC07)
NIH NCRR Clinical & Translational Science Awards (CTSA)
NIH NCRR Internet Website
NIH NEI Internet Website
NIH NHLBI Internet Website
NIH NIAMS Internet Website

NIH NIDA Internet Website
NIH NIDCR Internet Website
NIH NIDDK Internet Website
NIH NIGMS Internet
NIH NIMH Internet Web Sites
NIH NINR Internet Website
NIH NHGRI Career Resource Website
NIH NIGMS OCPL Image Gallery (OCPLIG)
NIH OD Electronic Portals in Commerce (e-PIC)

Disposition TEMPORARY Remove superseded or
obsolete information Destroy/delete when
superseded or obsolete

2800-G-2

Intranet Website (my.nih.gov)

The NIH Portal (my.nih.gov) includes web versions
of information for agency staff, including mission
and purpose, news articles and events, workplace
policies and procedures, organizational charts, staff
directory and new staff profiles, information about
agency projects, letterhead and forms, information
technology (computer services), travel and
transportation, tools and resources to support agency
activities

This schedule item includes, but is not limited to, the
following systems and their successors

NIH CIT NIH Portal
NIH CSR Intranet Website
NIH MCCAM Intranet Website
NIH NCRR Intranet Website
NIH NEI VISION Network Members Only
NIH NHGRI Planning Pages
NIH NIA ERP Web
NIH NIA NACAnet
NIH NIAMS Intranet Website
NIH NIBIB Intranet Website
NIH NICHD Division of Intramural Research
Website (DIR)
NIH NIDA Intranet Website
NIH NIDCD CMS (CMS)
NIH NIBIB Internal Website
NIH NIDDK Intranet Website
NIH NIGMS Intranet
NIH NIMH Intranet Web Sites

NIH NINDS Intranet

Disposition TEMPORARY Remove superseded or obsolete information Destroy/delete when superseded or obsolete

2800-G-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. Cut off periodically Destroy when 1 year old or when no longer needed, whichever is later

2800 H Web Management and Operations Records

2800-H-1 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 Cut off at the end of the calendar year when superseded or obsolete Destroy/delete 1 year after cutoff

2800-H-2 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. Cut off at the end of the calendar year when superseded or obsolete Destroy/delete 1 year after cutoff

2800-H-3 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

2800-H-4

Records Relating to System Usage

GRS-20
Item 1e

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—Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes

2800-H-5

Records Relating to System Performance Testing

GRS-20
Item 1a

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—Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes

2800-H-6

Backup Tapes Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

GRS-24
Item 4a

Disposition—TEMPORARY:

(1) Delete/destroy incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later

(2) Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later