

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-468-09-2	DATE RECEIVED 9/21/09
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "Withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE 12/2/10	ARCHIVIST OF THE UNITED STATES WITHDRAWN
4 NAME OF PERSON WITH WHOM TO CONFER Elaine Pankey	5 TELEPHONE (202) 690-5687		

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 3 page(s) are not now needed 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,

is not required, is attached, or has been requested

DATE 09/15/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanne K. Wilson</i>	TITLE HHS Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule HHS Office of the Secretary Websites See attached		

Attachment to SF115, Department of Health and Human Services (HHS) Request for Records Disposition Authority for HHS Office of the Secretary Website

Item 1 Department of Health and Human Services (HHS) Internet Site – Public Website (www.hhs.gov)

The Department of Health and Human Services (HHS) public website provides information to the public and agency clients about the agency and its services. The website includes web versions of/links to

- General information about the Department
- General information about the Secretary of the Department (agency head)
- News and reports of current events (press releases, conferences, special events)
- Job openings
- Applying for grants and funding
- General health information for the public, including diseases, disease prevention, and health care guidelines
- HHS regulations, policies, guidance, and strategic plans
- Recommendations for public readiness and emergency preparedness
- Agency services and projects
- Agency annual financial report, budget, and performance report
- HHS staff, regional office locations, and organization directories

For topics of current interest/importance, such as the flu, healthcare reform, and grants, the HHS public website provides direct links to up-to-date information on these topics

Disposition TEMPORARY Delete when superseded or obsolete

Item 2 Department of Health and Human Services (HHS) Intranet Site

The Department of Health and Human Services (HHS) Intranet website, HHS@Work, provides web versions of information to agency staff. The website includes web versions of/links to

- Human Resources, Benefits and Employee Information
- Training
- Health and Occupational Safety
- “About HHS”
- Ethics
- IT Services and Programs
- Web content and Development
- Financial Management
- Buildings/Facilities and Security
- Administrative Services
- News, Announcements and Events
- FAQ’s

Disposition TEMPORARY Delete when superseded or obsolete

Attachment to SF1113, Department of Health and Human Services (HHS) Request for Records Disposition Authority for HHS Office of the Secretary Website

Item 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. Delete/Destroy one year after cutoff or when no longer needed, whichever is later

Item 4 Web Management and Operations Records

Web policies and procedures

Records reflecting the policies and procedures established to ensure oversight of the 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 one year after cutoff

Item 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 Cut off at the end of the calendar year when superseded or obsolete Destroy/delete one year after cutoff

Item 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 two years after cutoff.

Item 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. Delete/destroy when no longer needed (GRS 20, Item 1c)

Item 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 Delete/destroy when the agency determines they are no longer needed (GRS 20, item 1a)

Attachment to SF110, Department of Health and Human Services (HHS) Request for
Records Disposition Authority for HHS Office of the Secretary Website

Item 9 Backup tapes

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

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
(GRS 24, Item 4a)