

115 12/25/2000

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-510-00-1	DATE RECEIVED 4.21.2000
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Agency for Healthcare Research and Quality		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Health Care Information			
4. NAME OF PERSON WITH WHOM TO CONFER Shelly D. Anderson	5. TELEPHONE 301-594-1304	DATE 12-29-00	ARCHIVIST OF THE UNITED STATES A. W. Paul

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 ___ 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 APR 12 2000	SIGNATURE OF AGENCY REPRESENTATIVE A. Prentice Barnes, Sr.	TITLE HHS Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p><u>USER ACCESS LOG</u></p> <p>The Agency for Healthcare Research and Quality (AHRQ) is hosting and maintaining a World Wide Web Internet site for the Quality Interagency Coordination Task Force and authorized activities on that site including the dissemination of information. URL http://www.quic.gov</p> <p>The internet server software automatically creates a record of visits to the site. The software records the visitor's origin, time of day, length of stay, and activities while at the site. This information is of value for security, administrative, and evaluation purposes.</p> <p>Disposition: Destroy yearly (calendar year).</p> <p>Gerri Michael-Dyer <i>Gerri Michael-Dyer</i> Electronic Dissemination Advisor</p>		

ITEM 2- Access Log Analysis Reports

The Access Log Analysis Report is a report using Web Trends software that is run from the QuIC site's user access log. This monthly report includes charts and graphs showing statistical reports on over 20 different user behaviors which is used to assist in evaluating the site's usability. The report details statistical information such as most requested pages, least requested pages, most active organizations, top users, and client errors.

- a. Recordkeeping Copy: **Temporary**. Destroy yearly (calendar year).
- b. Electronic copies created on word processing and electronic mail systems:
Temporary. Delete after recordkeeping copy has been produced or when no longer needed for official business.

Volume:

FOIA Restriction: None

*Schedule modifications approved on 7/14/00 by HHS
Records Officer, Shelley Anderson*