

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-511-09-5</b>	DATE RECEIVED <b>9/23/09</b>
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION <b>Substance Abuse and Mental Health Services Administration (SAMHSA)</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER  <b>Lynne Klein</b>	5 TELEPHONE  <b>(240) 276-1129</b>	DATE <b>11/4/11</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

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 2 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 <b>09/17/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lynne K. Wilson</i>	TITLE <b>HHS Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 SAMHSA Websites See attached		

## **SAMHSA OPS Websites**

### Description

SAMHSA GOV and INTRANET SAMHSA GOV are sites that are both used by external and internal user groups as a means of obtaining information about SAMHSA. This information is then used to facilitate SAMHSA'S mission of improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce adversities caused by substance abuse and mental illness.

#### 1 Public Website ([www samhsa gov](http://www.samhsa.gov))

The SAMHSA GOV website provides information to the public and SAMHSA's clients about the agency and the services it offers.

The website includes web versions of the following:

- General information about SAMHSA including mission statements, policies, organizational structure, budgeting, and strategic planning
- Press releases and information about SAMHSA's special events and conferences
- Statistics and research conducted by SAMHSA
- SAMHSA's Grant opportunities and how to apply for them
- Information and/or links to online resources about SAMHSA's mental health and substance abuse programs and services
- SAMHSA staff, regional office locations, and organization directories
- Public Policies on Substance Abuse and Mental Health Issues
- FAQs

Disposition TEMPORARY Remove superseded or obsolete information  
Delete when superseded or obsolete

#### 2 Intranet Website ([http //intra2 samhsa gov/index.aspx](http://intra2.samhsa.gov/index.aspx))

The Website includes web versions of information for SAMHSA's staff (SAMHSA's employees and contractors), including:

- Human Resources, Benefits and Employee Information
- Training
- Health and Occupational Safety
- "About SAMHSA"
- Ethics
- IT Services and Programs
- Web content and Development
- Financial Management
- Buildings/Facilities and Security
- Administrative Services
- Policy and guidance
- News, Announcements and Events
- FAQ's

Disposition TEMPORARY Remove superseded or obsolete information  
Delete when superseded or obsolete

### Web Management and Operations Records

#### 3 Web content snapshot

Snapshot of SAMHSA's public website and intranet website taken before significant changes are implemented (i.e. Change of administration, website redesign)

Disposition TEMPORARY Cut off at the end of the calendar year when superseded or obsolete Destroy/delete 1 year after cutoff or when no longer needed, whichever is later

#### 4 Web policies and procedures

Records reflecting the policies and procedures established to ensure oversight of records reflecting the policies outlining the SAMHSA's web content (intranet and internet) This includes policies outlining the process by which materials are added, changed and/or deleted from the SAMHSA websites

Disposition TEMPORARY Destroy when 1 year old or when no longer needed, whichever is later

#### 5 Website Design Records

Records produced in the process of developing and updating design and implementation of pages on the SAMHSA websites (intranet and internet), 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

#### 6 Software records

Records about the products used in the creation and maintenance of the SAMHSA's 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