

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-37</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/4/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Environment & Natural Resources Division			
MINOR Executive office, Office of Information Management			
4. NAME OF PERSON WITH WHOM TO CONFER Sue Lattin <i>Sue Lattin</i>	5 TELEPHONE NUMBER 202-606-3335	DATE <i>9/2/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 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 type="checkbox"/> has been requested			
DATE <i>9/2/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">ENRD's Internal website (ENRDNet)</p> <p>The Environment and Natural Resources Division (ENRD) within the Department of Justice (DOJ) maintains an Intranet site, <i>ENRDnet</i>. It is a user-focused business tool to meet the information and business needs of ENRD employees and other staff. It includes: some 25 ENRD-wide program/policy/administrative services (e.g., ethics and professional responsibility, e-discovery, litigation support, parking and transit, security); Section intranets (listing substantive legal resources such as statues, administrative models, judicial models, complaints, consent decrees, trial calendars); helpful tools (such as PDF-fillable forms); and access to Web-based applications.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice: Environment & Natural Resources Division: *ENRDnet*

ENRDnet uses *RedDot* as its content management system and a *Google Search Appliance* as our search engine. *ENRDnet* is on a secure server that limits access to primarily to ENRD staff, and contractors who qualify for access to the DOJ JCON network. Other DOJ litigation components, such as U.S. Attorneys, can access *ENRDnet* content (with the exception of ENRD's web-based applications). The information provided on *ENRDnet* is intended solely for use within ENRD and the Department. The Office of Information Management, within ENRD's Executive Office, develops, maintains and administers the site.

Description of Content on *ENRDnet*:

The content of *ENRDnet* is related to the function and mission of the Division, its Executive Office and its nine Litigating Sections. Data is covered by records schedules of originating information systems housing the data.

1. Content Records

Content Information is published on *ENRDnet* in a variety of formats, including html-coded pages, PDFs, word-processing documents, and templates. Site owners and subject matter experts are asked to twice yearly certify the accuracy, currency and functioning of their site. Content is removed from the website when it is superseded, obsolete or no longer needed for division business. As described above, ENRD's standard is that *ENRDnet* is a secondary location for content. *ENRDnet* provides a logical grouping of content and simpler search mechanisms for ENRD users. The primary location for all content is ENRD's document management system or originating information systems.

A full backup of *ENRDnet* content is performed daily. Backups are created for potential site restoration in the event of a failure or other unintentional loss of content. Backups are kept for 15 days before being overwritten.

Disposition: Content backups are deleted after 15 days. Content on *ENRDnet* is deleted/destroyed after it becomes superseded, obsolete, or no longer needed for agency business.

2. Web Management Records

- a. Content Management Records stored in the *RedDot* Content Management System provide content context and structure: design records, templates which determine the placement of content on a page, standards which describe the look and feel of the site; and policies which describe the process by which information is added, changed and/or deleted from the site.

Disposition: Delete/destroy 2 years after superseded, obsolete or no longer needed for agency business.

- b. Reports of Site Traffic provide statistical information about the use of the website by visitors including the number of visitors, number of page views, referring URLs, browsers used by visitors, and 404 (page not found) errors received.

Disposition: Each quarter, destroy/delete records older than 3 years.

- c. Search Result Reports provide a list of search items entered by visitors to the website. These reports are run on an as-needed basis from ENRD's *Google* Search Appliance.

Disposition: Destroy/delete when superseded, obsolete, or no longer needed for agency business or once a new search tool is put in production.

- d. Traffic Logs gather information about the use of the website by its visitors. Traffic logs do not directly reveal personally identifiable information (PII) about individual visitors, but may provide a User ID or IP address that could be traced to a person through other systems. This information is captured continuously.

Disposition: Destroy/delete after 5 years.

- e. Server Configuration Files provide a description and history of changes made on the various servers related to the operation of the website, including web servers and search servers. These records are created for potential site restoration in the event of a failure of other requirements to restore the site.

Disposition: Delete/destroy within 2 years after superseded, obsolete or no longer needed for agency business.

- f. Software records describe the products used to create and maintain web presentations. These records include versions of the products used and licenses for products.

Disposition: Destroy/delete when obsolete.