

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	<i>NI-060-09-39</i>
1 FROM (Agency or establishment) Department of Justice		Date Received	<i>9/4/09</i>
2 MAJOR SUB DIVISION Civil Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Management Programs <i>Kevin Lutz 8/28/09</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Larry J Easterling <i>Larry J Easterling</i>	5 TELEPHONE (202) 616-8074	DATE	ARCHIVIST OF THE UNITED STATES <i>19 Oct 10 2009</i>
6 AGENCY CERTIFICATION <i>8/28/2009</i> 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 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>8/31/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i>		TITLE Director, Office of Records Management Policy, JMD, DOJ
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>See attached sheets</p> <p>RG-060, DEPARTMENT OF JUSTICE CIVIL DIVISION Civil Division Intranet</p> <p>The Civil Division's internal website provides information and links to information concerning a great variety of matters that may be useful to Division employees in performing their duties, in learning about Division activities, policies, and services, and in understanding the workplace and employee benefits. The Civil Division Intranet is on a secure server that limits access to Civil Division employees. Information provided on the Civil Division Intranet is intended solely for use within the component. The Civil Division's Chief Information Officer develops, maintains, and administers the site. Civil Division components authorize the posting of information on their sections of the website.</p> <p>DESCRIPTION OF CONTENT ON CIVIL DIVISION INTRANET</p> <p>The content of the Civil Division Intranet is related to the function and mission of the Division's Office of the Assistant Attorney General, Executive Office, and litigating branches, offices, and staffs.</p>		

7. ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Web Content</p> <p>Pages containing information and links to information</p> <p>Disposition TEMPORARY Destroy when superseded, obsolete, or no longer needed for the conduct of agency business</p>		
2	<p>Web Management and Operations Records</p> <p>Any design records, templates, standards, policies for adding and changing content, site traffic records, search result reports, traffic logs, server configuration files, or software records</p> <p>Disposition TEMPORARY Destroy when 3 years old or when related web content records are destroyed, whichever is later</p>		