

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER	
		N1-523-10-01	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED	
		9/29/10	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Drug Intelligence Center			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Pamela M Nemeth		5 TELEPHONE (814) 532-4572	DATE WITHDRAWN
			ARCHIVIST OF THE UNITED STATES WITHDRAWN

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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 1 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 9/10/10	SIGNATURE OF AGENCY REPRESENTATIVE Thomas A. Julia	TITLE Supervisor, Unit
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	National Drug Intelligence Center (NDIC) Website See Attached		WITHDRAWN

National Drug Intelligence Center (NDIC) Website

WITHDRAWN

The National Drug Intelligence Center (NDIC) a component of the Department of Justice maintains a public website on the justice.gov server and is the primary tool for NDIC to inform the general public of its mission and activities. The Web Developer Team develops, maintains and administers the site. The Content Manager authorizes the posting of information on the website.

Description of content on www.justice.gov/ndic

NDIC disseminates information through www.justice.gov/ndic. The website contains NDIC's primary intelligence products such as drug threat assessments, situation reports, drug market analyses, bulletins and briefs. The website also contains SENTRY, capturing synthetic drug-related data, Dynamic Mapping Initiative, containing dynamic and static domestic drug intelligence maps, Document and Media Exploitation information, NDIC training, employment opportunities, the Freedom of Information Act, and various other reports, letters, memoranda and accomplishments. Most information published on the website is covered by the agency records control schedule.

1. Content Records

Content information is published on the justice.gov website in a variety of formats including html-encoded pages, PDFs, word processing documents, and templates. Content is removed from the website when it is superseded, obsolete, or no longer needed for agency business. Content is copied to tape, incrementally on a daily basis, a full copy is made on a weekly basis. These tapes are created for potential site restoration in the event of a failure or other unintentional loss of content.

Disposition Delete/destroy tapes after 2 years

WITHDRAWN

2. Web Management Records

Content Management Records provide the context and structure of the content such as design records, templates that determine the placement of content on a page, standards which describe the look and feel of the site, and policies that 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

Snapshots of Entire Site. These snapshots are taken monthly and provide physical images of the site's pages. They are preserved on DVDs and maintained by the NDIC Content Manager.

Disposition Delete/destroy DVDs after 3 years

WITHDRAWN