

Request for Records Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

Department of the Treasury

2 Major Subdivision

Departmental Offices

3 Minor Subdivision

Office of the Chief Information Officer

4 Name of Person with whom to confer

Marcus Smallwood

5 Telephone (include area code)

202-622-7414

Leave Blank (NARA Use Only)

Job Number

N-056-11-3

Date Received

2/11/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

9 JAN 14

Archivist of the United States

[Signature]

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 3 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

☐

has been requested

Signature of Agency Representative

[Signature]

Title

DO Records Officer

Date (mm/dd/yyyy)

02/10/11

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Departmental Offices Office of the Chief Information Officer</p> <p>New Item:</p> <p>This schedule covers Web records; operation, program and development, and content.</p>		

This records retention schedule is media-neutral and the approved dispositions apply equally to predecessor and successor systems serving the same functions

"Web 2.0" refers to a development and design, that facilitates communication, secures information sharing, interoperability, and collaboration on the World Wide Web. Web 2.0 concepts have led to the development of web-based communities, hosted services, and applications; such as social-networking sites, video-sharing sites, wikis, and blogs

I. Web Operations Records

1. Records related to locating, measuring, or reporting web site use, user satisfaction, incorrect links, duplication of information, Privacy Act compliance, and other internal or external reporting requirements. Records include user logs, search engine logs, user statistics, and reports

Disposition: Temporary. Destroy when 3 years old

2. Records documenting the process of content publishing. (This item **DOES NOT** cover web site content.) These records include requests submitted via e-mail or other methods requesting initial postings, corrections, or updates to bureau's websites. These records also include the ticketing or tracking system associated with this process. These records include ongoing maintenance and minor enhancements to the existing sites.

Disposition: Temporary. Destroy when 3 years old

3. Operations manuals. Records include training and technical manuals used for creating, maintaining, and updating bureau websites

Disposition: Temporary. Destroy 3 years after superseded or obsolete

II. Web Program and Web Development Records

Records related to the development of agency web programs. Included are records that document website planning goals; specify milestones to be achieved, identify performance measures for the agency's web program; or summarize the underlying principles and approach by which the agency will plan for and manage its web based resources. Records may include design and technical plans documenting the implementation and proposed maintenance of web systems

Disposition: Temporary. Destroy 5 years after close of web development project or site upgrade date.

III. Web Content

- 1 Web content pages that contain static information, Site “snapshots” and comprehensive URL listing, duplicative information also maintained by the bureau program offices, (or other office of record) or information other-wise routine and transitory in nature.

Disposition: Temporary Cut-off web content after one year
Destroy/delete after successfully transferred to program office (or other office of record) and verified for accuracy.

- 2 Web content which is derived from web logs (blogs) dynamically created or edited text (wikis), or other evolving communication technologies (Web 2.0).

Disposition Temporary. Cut-off web content after one year
Destroy/delete after successfully transferred to program office (or other office of record) and verified for accuracy