

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER R N1-101-06-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11-20-2006	
1 FROM (Agency or establishment) Office of the Comptroller of the Currency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Financial Management			
3 MINOR SUBDIVISION Records Management Program			
4 . NAME OF PERSON WITH WHOM TO CONFER Mary Donovan		4 TELEPHONE NUMBER 202-874-4782	DATE 5/3/07 ARCHIVIST OF THE UNITED STATES <i>Alta Gentry</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 2 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 9/27/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>John R. Sullivan</i>		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Web Operations Records		
<i>81 Copies sent to agency, NWM, NWMW, NR</i>			

Operations Records of OCC's Web Sites

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

1. Records relating to locating, measuring, or reporting web site use, user satisfaction, incorrect links, duplication of information, Section 508 compliance, 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 OCC's websites. These records also include the ticketing or tracking system associated with this process.

Disposition: Temporary. Destroy when 3 years old.

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

Disposition: Temporary. Destroy 3 years after superseded or obsolete.