

## Request for Records Disposition Authority

Records Schedule Number DAA-0406-2014-0001

Schedule Status Approved

Agency or Establishment Federal Highway Administration

Record Group / Scheduling Group Records of the Federal Highway Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Public Affairs

Minor Subdivision Office of Public Communications

Schedule Subject Social Media

Internal agency concurrences will be provided No

### Background Information

1. Social Networking Sites: The Federal Highway Administration (FHWA) has an account for each of several commercial social networking sites in order to provide information to the public. These social networking sites include Facebook, Twitter, YouTube, and Flickr. Only authorized individuals in the FHWA's Office of Public Affairs (HPA) have an access to these accounts. FHWA's Social Media accounts are listed as below:

- Twitter: @USDOTFHWA
- Facebook: Federal Highway Administration
- YouTube: USDOTFHWA
- Flickr: [www.flickr.com/photos/fhwa](http://www.flickr.com/photos/fhwa)

These accounts are proprietary to FHWA and are maintained by HPA's Office of Public Communications (HPA-20). FHWA is not responsible for any other FHWA-related accounts that are not on the above list.

2. Record Keeping: All these social networking sites automatically keep videos, images, postings, followers, followings, and comments. These sites keep a record of these postings since the inception of the accounts, and will remain as long as these sites exist.

FHWA uses a Web capture tool to copy all postings at the end of each Calendar Year and save to a CD-ROM disk, which is to be stored at an agreed-upon location within HPA for the next two years. The choice of the Web capture tool is to be determined at the time of capturing due to constant changes or additions of the tools.

3. Disposition of records: See specific schedule items on this Request for Records Disposition Authority.

4. Maintenance: FHWA utilizes HootSuite as a maintenance tool. The primary purpose of the HootSuite is to schedule postings on multiple social networking sites. FHWA also uses HootSuite to monitor postings from third parties that mention FHWA will monitor any changes to third-party terms of service on social media platforms that may affect the management of records.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0406-2014-0001

Sequence Number	
1	Social Media Postings on Facebook and Twitter Disposition Authority Number: DAA-0406-2014-0001-0001
2	Videos on YouTube Disposition Authority Number: DAA-0406-2014-0001-0002
3	Photographs on Flickr Disposition Authority Number: DAA-0406-2014-0001-0003

## Records Schedule Items

Sequence Number	
1	<p data-bbox="367 414 1008 457"><b>Social Media Postings on Facebook and Twitter</b></p> <p data-bbox="367 468 1133 510">Disposition Authority Number      DAA-0406-2014-0001-0001</p> <p data-bbox="367 521 1485 776">CD-ROMs with stored Social Media Postings on Facebook and Twitter. Facebook postings and Twitter tweets consist of, but are not limited to, the following: • Links to press releases, Highway-related articles (i.e., technology, road openings) • Announcements (i.e., webinars, major conferences) • Historical information from FHWA by Day, On this Day, and other sources • Links to new FHWA videos (which are posted in YouTube), and • Holiday/weather related information (i.e., drive safely when visiting relatives, winter driving tips)</p> <p data-bbox="367 787 911 829">Final Disposition      Temporary</p> <p data-bbox="367 840 846 883">Item Status      Active</p> <p data-bbox="367 893 805 936">Is this item media neutral?      No</p> <p data-bbox="367 946 1211 989">Explanation of limitation      These are in electronic form only.</p> <p data-bbox="367 1000 878 1127">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="367 1138 805 1223">Do any of the records covered by this item exist as structured electronic data?      No</p> <p data-bbox="367 1255 667 1298"><b>Disposition Instruction</b></p> <p data-bbox="367 1308 1179 1351">Cutoff Instruction      Cut off at end of calendar year.</p> <p data-bbox="367 1361 1117 1404">Retention Period      Delete 3 years after cutoff.</p> <p data-bbox="367 1436 662 1478"><b>Additional Information</b></p> <p data-bbox="367 1489 943 1532">GAO Approval      Not Required</p>
2	<p data-bbox="367 1542 634 1585"><b>Videos on YouTube</b></p> <p data-bbox="367 1596 1138 1638">Disposition Authority Number      DAA-0406-2014-0001-0002</p> <p data-bbox="367 1649 1479 1755">Postings on YouTube of videos regarding FHWA operations and programs intended for public distribution, such as FHWA Works series, speakers events, and Every Day Counts (EDC) success stories.</p> <p data-bbox="367 1766 911 1808">Final Disposition      Temporary</p> <p data-bbox="367 1819 846 1862">Item Status      Active</p> <p data-bbox="367 1872 805 1915">Is this item media neutral?      No</p>

3	Explanation of limitation	This is in electronic form only.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Remove videos from YouTube site 3 years after cutoff or when no longer relevant to the Agency's mission, whichever is later. (Record copies of videos, maintained by originating FHWA offices, are covered under disposition authority N1-406-09-3/24 and are Permanent).
	Additional Information	
	GAO Approval	Not Required
	Photographs on Flickr	
	Disposition Authority Number	DAA-0406-2014-0001-0003
	Postings on Flickr of photos/images regarding FHWA events intended for public distribution, such as press events and FHWA-sponsored engineering competitions.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
4	Explanation of limitation	These are in electronic form only.
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Remove photos/images from YouTube site 3 years after cutoff or when no longer relevant to the Agency's mission, whichever is later. (Record

copies of photos/images, maintained by originating FHWA offices, are covered under disposition authority N1-406-09-3, items 27 through 30, and are Permanent).

Additional Information

GAO Approval

Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/15/2014	Certify	Victor Wagher	Records Officer	Dept Of Transportation - Federal Highway Administration
04/30/2015	Submit for Concur rence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
05/14/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/14/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/18/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist