

Request for Records Disposition Authority

Records Schedule Number DAA-0051-2012-0001
 Schedule Status Approved

 Agency or Establishment Office of Management and Budget
 Record Group / Scheduling Group Records of the Office of Management and Budget
 Records Schedule applies to Major Subdivision
 Major Subdivision Office of E-Government and Information Technology
 Schedule Subject www cio gov temporary records
 Internal agency concurrences will be provided No

Background Information www cio gov is the website of the U S CIO and the Federal CIO Council, serving as a central resource for information on Federal IT. By showcasing examples of innovation, identifying best practices, and providing a forum for Federal IT leaders, cio gov keeps the public informed about how our government is working to close the technology gap between the private and public sectors. The U S CIO supports the President's goals of greater transparency, accountability, and public participation in government through the use of innovative IT.

This schedule does not apply to internal Office of E-Government and Information Technology, U S CIO, or OMB websites that are inaccessible to the public. This schedule applies only to the temporary records at www cio gov. The permanent records from the website are scheduled under N1-051-11-1.

Any new web content that deviates significantly from these categories and that is not duplicated elsewhere in the agency is not authorized for destruction and must be scheduled via a new records schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0051-2012-0001

Sequence Number	
1	Routine Public Website Content Disposition Authority Number DAA-0051-2012-0001-0001
2	Social Media Public Relations and Information Dissemination Content Disposition Authority Number DAA-0051-2012-0001-0002
3	Content Management Records Disposition Authority Number DAA-0051-2012-0001-0003
4	Administrative Policies and Procedures Disposition Authority Number DAA-0051-2012-0001-0004

Records Schedule Items

Sequence Number	
1	<p>Routine Public Website Content</p> <p>Disposition Authority Number DAA-0051-2012-0001-0001</p> <p>Includes routine documents, records, tables or data that does not contribute to the historical record of the CIO Council, CIO Council Committees, CIO Council members, the Office of E-Government and Information Technology, the Chief Information Officer, or the Office of Management and Budget. Examples include calendar data entered on meetings and events posted on a searchable calendar at www.cio.gov</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer needed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Social Media Public Relations and Information Dissemination Content</p> <p>Disposition Authority Number DAA-0051-2012-0001-0002</p> <p>Information posted by agency staff via official agency accounts on social media vendor websites such as (but not limited to) Facebook, Twitter, YouTube, and Flickr. The purpose of these postings is to push content to the public. Examples include Twitter posts with links to documents on cio.gov. Postings include pointers to the agency website, general notices about events, and copies of agency photographs or audio/visual materials. (Record copies of substantive audio/visual materials such as videos posted to YouTube are covered under N1-051-11-1 and are permanent.)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

3

Is this item media neutral? **Yes**

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

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

Content Management Records

Disposition Authority Number **DAA-0051-2012-0001-0003**

Design records, templates which determine the standards of content and placement on a page, policies outlining the process by which materials are added, changed, and/or deleted from cio gov

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

4

Administrative Policies and Procedures

Disposition Authority Number **DAA-0051-2012-0001-0004**

Records reflecting the policies and procedures established to ensure oversight of cio gov content

Final Disposition **Temporary**

Item Status	Active
Is this item media neutral?	Yes
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	
Retention Period	Destroy when no longer needed
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
11/29/2011	Certify	Falisa Peoples	Organizational Manager	OMB - Management And Operations
03/01/2012	Submit for Concurrence	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
03/01/2012	Return to Submitter	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
03/01/2012	Submit for Concurrence	Meredith Scheiber	Appraiser	National Archives and Records Administration - Records Management Services
03/06/2012	Concur	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
03/06/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
03/07/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist