

## Request for Records Disposition Authority

Records Schedule Number DAA-0266-2015-0001  
Schedule Status Approved  
  
Agency or Establishment Securities and Exchange Commission  
Record Group / Scheduling Group Records of the Securities and Exchange Commission  
Records Schedule applies to Major Subdivision  
Major Subdivision Office of the Chief Operating Officer (OCCO)  
Minor Subdivision Library  
Schedule Subject SEC Internal Website (The Insider)  
Internal agency concurrences will be provided No

Background Information The SEC's Internal website (The Insider) provides Information and links to information concerning a great variety of matters that may be useful to SEC employees in performing their duties, in learning about SEC activities, policies and services, and in understanding the workplace and employee benefits. The Insider is also a gateway to many data and electronic information resources purchased by the Commission to assist SEC employees in the fulfillment of their duties. The Insider is on a secure server that limits access to staff and authorized contractors working at the SEC. Information provided on the Insider is intended solely for use within the SEC. The SEC Office of Information Technology (OIT) supports and maintains the infrastructure of the website, and the Library Insider Team posts content submitted from various SEC Division and Offices and manages that content. SEC Divisions and Offices own their content, and authorize the posting of information and content through The Insider submission procedures. Although, The Insider provides links to outside public websites also such as OPM, sec.gov, etc., the intent is to provide data and information for SEC employees and contractors only and not for the general public.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

## Outline of Records Schedule Items for DAA-0266-2015-0001

Sequence Number	
1	Content Disposition Authority Number: DAA-0266-2015-0001-0001
2	Web Management Records
2.1	Content Management Records Disposition Authority Number: DAA-0266-2015-0001-0002
2.2	Reports of Site Traffic Disposition Authority Number: DAA-0266-2015-0001-0003
2.3	Broken Link Reports Disposition Authority Number: DAA-0266-2015-0001-0004
3	Technical Documentation
3.1	Traffic Logs Disposition Authority Number: DAA-0266-2015-0001-0005
3.2	Server Configuration Files Disposition Authority Number: DAA-0266-2015-0001-0006
3.3	Software Records Disposition Authority Number: DAA-0266-2015-0001-0007
3.4	System Log Files Disposition Authority Number: DAA-0266-2015-0001-0008

## Records Schedule Items

Sequence Number	
1	<p><b>Content</b></p> <p>Disposition Authority Number      <b>DAA-0266-2015-0001-0001</b></p> <p>Content Information published on the SEC internal website is strictly reference material with a limited lifecycle. The content and information is published in a variety of formats including html-encoded pages, PDFs and links to forms or documents stored on a Division or Office SharePoint Site or content repository. Web content which is defined as a Federal record by the Federal Records Act is maintained offline by the Division/Office of record in accordance with the disposition instructions governed by the governing NARA-approved records schedule which describes the content. Content is removed from the website when it is superseded, obsolete or no longer needed for SEC business.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation           <b>Website records</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy when no longer needed</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Web Management Records</b></p>
2.1	<p><b>Content Management Records</b></p> <p>Disposition Authority Number      <b>DAA-0266-2015-0001-0002</b></p> <p>Provide the context and structure of the content such as design records, templates which determine the placement of content on a page, standards which describe the look and feel of the site, and policies which describe the process by which information is added, changed and/or deleted from the site.</p> <p>Final Disposition                      <b>Temporary</b></p>

2.2

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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff when superseded, obsolete, or no longer needed for SEC business
Retention Period	Destroy 2 year(s) after cutoff
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Reports of Site Traffic</b>	
Disposition Authority Number	DAA-0266-2015-0001-0003
Provide statistical information about the use of the Web site by visitors, including: number of visitors, number of page views, referring URLs, browsers used by visitors, and search terms that are done against the site. These types of are run and/or compiled on an as needed basis.	
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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff at the end of the calendar year.
Retention Period	Destroy 5 year(s) after cutoff
<b>Additional Information</b>	
GAO Approval	Not Required

2.3

### Broken Link Reports

Disposition Authority Number      **DAA-0266-2015-0001-0004**

**Provide a listing of links that return 404 errors. These reports will be run on an as needed basis.**

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**

3

### Technical Documentation

3.1

### Traffic Logs

Disposition Authority Number      **DAA-0266-2015-0001-0005**

**Gather information about the use of the Web site by the visitors. Traffic logs do not reveal personally identifiable information about individual visitors.**

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

Cutoff Instruction      **Cut off at the end of the calendar year.**

Retention Period      **Destroy 3 year(s) after cutoff**

3.2

**Additional Information**

GAO Approval Not Required

**Server Configuration Files**

Disposition Authority Number DAA-0266-2015-0001-0006

The TeamTrack SCR System documents all changes to the Server Configuration Files.

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**

Cutoff Instruction Cut off at the end of the calendar year after implementation of changes or when the system is no longer active.

Retention Period Destroy 2 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

3.3

**Software Records**

Disposition Authority Number DAA-0266-2015-0001-0007

Describe the products used to create and maintain web presentations. These records include versions of the products used and licenses for products. The Version Manager application keeps track of the applicable software implemented for the SEC Internal Website.

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

3.4

Do any of the records covered  
by this item exist as structured  
electronic data?

No

**Disposition Instruction**

Cutoff Instruction

Cut off at the end of the calendar year after products  
are replaced.

Retention Period

Destroy 2 year(s) after cutoff

**Additional Information**

GAO Approval

Not Required

**System Log Files**

Disposition Authority Number

DAA-0266-2015-0001-0008

Describe events performed on the servers including login attempts and error  
reports. This information is captured continuously.

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**

Cutoff Instruction

Cut off at the end of the calendar year.

Retention Period

Destroy 2 year(s) after cutoff

**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
11/06/2014	Certify	Curt Francisco	Records Officer	Office of Support - Office of Records Management Services
03/17/2015	Submit for Concurrency	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
03/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/19/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/23/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist