



LRC 2/7/17

Date: January 4, 2017
Appraiser: Sean Curry, ACRA
Agency: National Security Agency/Central Security Service
Subject: DAA-0457-2016-0004

INTRODUCTION

Schedule Overview

Website Content Management

Additional Background Information

As with most Federal agencies, NSA/CSS manages both public and internal websites. Both sites are used for the dissemination of information, whether to the public or to NSA/CSS employees.

NSA has confirmed:

- That both the external and internal sites are used for the dissemination of information captured in other record series and recordkeeping systems. The sites are comprised of documents and files that NSA/CSS considers reference / convenience copies.
- That the websites are not considered records management systems, and any information, files, and documents included there are not the official versions of any record. The exception is unique information used to explain the site and its structure.
- That NSA/CSS employees are routinely trained that the websites are not to be considered records management systems, and that the official version of any record must be managed outside the websites.

This schedule does not include NSA/CSS blogs or wikis, including those linked to the internet and/or intranet sites. This schedule covers all other content.

Overall Recommendation

I recommend approval with proposed changes to one or more items as provided below.

APPRAISAL

Item 0001: NSA Internet Web Site

Item 0002: NSA Intranet Web Site

Item includes all content on NSA/CSS managed internet and intranet sites, with the exception of any blogs and wikis.

Both sites were reviewed, and are typical when compared to other Federal agency sites. The sites are made up of information available in other record series and recordkeeping systems, arranged on these websites for ease of reference. This is especially true for the intranet site, which is a large volume of policy and instructional material consolidated for ease of use by NSA/CSS employees and other authorized users. As mentioned above, the official version of any NSA/CSS record is managed outside the websites, and disposed of in accordance with other existing NSA/CSS disposition authorities.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Does not document significant actions of Federal officials. All information, documents and files found on any NSA/CSS managed website are considered reference copies, and the official record-keeping versions are managed in accordance with other NSA/CSS approved disposition authorities. The official version of all records is managed outside the websites.

* Similar records have been approved as temporary; Department of Justice, N1-60-09-43, item 1, web content; Department of State, N1-59-09-04, item 1a, web content. Any unique information is limited to explanatory information related to the layout and structure of the website, or is otherwise instructional.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Not Approved. NOTE: The agency will be required to change the item to not being media neutral; by definition, these records are electronic. Electronic is the recordkeeping copy for these records.

Item 0003: Snapshots of Web Sites Excluding Links

Includes any snapshots of any NSA/CSS managed site, which may be managed in multiple formats and in multiple locations.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

* Does not document significant actions of Federal officials. All information, documents and files found on any NSA/CSS managed website are considered reference copies, and the official record-keeping versions are managed in accordance with other NSA/CSS approved disposition authorities. The official version of all records is managed outside the websites.

* Similar records have been approved as temporary; Federal Bureau of Investigation, N1-65-04-06, item 2, Snapshots.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved.

SEAN A. CURRY
Records Management Services

