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Request for Records Disposition Authority

Records Schedule Number DAA-0457-2016-0004

Schedule Status Appraiser Working Version

Agency or Establishment National Security Agency/Central Security Service

Record Group / Scheduling Group Records of the National Security Agency/Central Security Service

Records Schedule applies to Agency-wide

Schedule Subject Website Content Management

Internal agency concurrences will be provided No

Background Information The agency maintains two separate websites. The Internet for external presence to the public as well as an Intranet site for internal business-related activities. The intent of both is to support transparency and ease collaboration amongst organizations in the conduct of the day-to-day mission and functions of the agency.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0457-2016-0004

Sequence Number	
1	NSA Internet Web Site Disposition Authority Number: DAA-0457-2016-0004-0001
2	NSA Intranet Web Site Disposition Authority Number: DAA-0457-2016-0004-0002
3	Snapshots of Web Sites Excluding Links Disposition Authority Number: DAA-0457-2016-0004-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 667 411">NSA Internet Web Site</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0457-2016-0004-0001</p> <p data-bbox="342 485 1515 905">The NSA.gov website is the main conduit of information from NSA as reference material published in a variety of formats in order to provide information to the general public via the Internet. Its content is composed of information concerning NSA history, press releases, information about the activities and accomplishments of the agency and information relevant to the public. The information posted on the NSA.gov website is not pulled from any databases, but are duplicates of original information maintained by the appropriate staff in organizational repositories. Content is removed from the website when it is superseded, obsolete, or no longer needed for NSA business. All content published on the Internet website is covered by the records schedule of the component organization that originated the content. The content is submitted and managed by the Public Affairs Office (PAO).</p> <p data-bbox="342 926 919 957">Final Disposition Temporary</p> <p data-bbox="342 978 878 1010">Item Status Pending</p> <p data-bbox="342 1031 805 1062">Is this item media neutral? No</p> <p data-bbox="342 1083 1252 1115">Explanation of limitation Records are exclusively electronic.</p> <p data-bbox="342 1136 821 1167">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="342 1188 821 1220">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="342 1409 659 1440">Disposition Instruction</p> <p data-bbox="342 1461 1406 1493">Retention Period Destroy/delete when superseded or obsolete.</p> <p data-bbox="342 1535 659 1566">Additional Information</p> <p data-bbox="342 1587 951 1619">GAO Approval Not Required</p>
2	<p data-bbox="342 1661 667 1692">NSA Intranet Web Site</p> <p data-bbox="342 1713 1154 1745">Disposition Authority Number DAA-0457-2016-0004-0002</p> <p data-bbox="342 1766 1515 1953">This internal website is maintained by internal organizations for the purpose of providing information, collaboration opportunities, services and reference information in support of the agency's missions and functions and supports organizational activities and functions (i.e., organizational charts, staff directories, policy and guidance, and links to staff resources). The information posted on</p>

these intranet webpages are managed by each organization and does not contain original material or acts as a database for gathering or maintaining information for operational uses.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? No

Explanation of limitation Records are exclusively electronic.

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? Yes

Disposition Instruction

Retention Period Destroy/delete when supersede or obsolete.

Additional Information

GAO Approval Not Required

Snapshots of Web Sites Excluding Links

Disposition Authority Number DAA-0457-2016-0004-0003

Snapshots are taken specifically before significant changes are implemented (change or restructure of organization, addition or deletion of mission and functions, or website redesign) and the information is maintained for the purpose of maintaining chronological knowledge of the web presence and information provided for any given period of time. Snapshots will provide a view of the webpage only, and will not include additional material that may have previously been linked from the webpage. Snapshots will be maintained separately from the active webpage server. * Internet Snapshots - provide physical images of the site's pages as presented to the public. Snapshots are maintained separately from the Internet server. * Intranet Snapshots - provide a perspective of organizational structure, mission and functions prior to restructure.

Final Disposition Temporary

Item Status Pending

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? No

3

Disposition Instruction

Retention Period

Delete/Destroy when 1 year old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is longer.

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
09/19/2016	Certify	NSA One	NSA User	NSA - NSA

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

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