Date: October 27, 2016
Appraiser: Jim Cassedy, ACRA
Agency: Pipeline and Hazardous Materials Safety Administration (PHMSA)
Subject: DAA-0571-2015-0001

INTRODUCTION

Schedule Overview
PHMSA Internet and Intranet Websites

Additional Background Information
Website information is maintained by the Office of Chief Information Officer, PHMSA.

Overall Recommendation
I recommend approval of the attached schedule.
APPRAISAL

Content files stored on production servers, content files including text, graphical, video, and/or audio content, style sheets, scripts, and code supporting functionality and delivery of content.
Proposed Disposition: Temporary
Appropriateness of Proposed Disposition: Appropriate.
Appraisal Justification:
* The information published by PHMSA on www.phmsa.gov is for dissemination. However, content (documents and information) published on the website is covered by the records schedule of the component organization that originated the content. Therefore, the web records are electronic copies of recordkeeping content, and do not warrant permanent retention by the National Archives and Records Administration.
* The dissemination of content on the web does not document significant actions of Federal officials.
Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. “History” files are maintained by the External Content Management System (DAA-0571-2015-0001-0002).
Media Neutrality: Approved.

Item DAA-0571-2015-0001-0002: External Content Management System.
The external content management system (CMS) is PHMSA web content managers make additions, deletions or edits to web pages. Content is uploaded after review and approval.
Proposed Disposition: Temporary
Appropriateness of Proposed Disposition: Appropriate.
Appraisal Justification:
* The external content management system is used to manage www.phmsa.dot.gov. Therefore it is of a routine administrative function, common to website systems used throughout the Federal government. It is not of permanent value.
* Used to manage a website. Does not document significant actions of Federal officials.
* Used to manage a website. Has little or no research value.
* Closely related to GRS 3.1, Item 020. Information technology operations and maintenance records.
Adequacy of Proposed Retention Period: Adequate.
Media Neutrality: Approved.
This is the PHMSA internal organization website, providing information and links to variety of subjects that may be useful to employees in performing their duties.

Proposed Disposition: Temporary
Appropriateness of Proposed Disposition: Appropriate.
Appraisal Justification:
* As noted, the PHMSA intranet site serves as an internal distribution system of documents, and are therefore record keeping copies are stored elsewhere.
* Many of the records on the intranet are non-programmatic, such as workplace and employee benefits, charity and health events, and other records often covered by the General Records Schedules. Therefore they will have little or no research value.

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

Item DAA-0571-2015-0001-0004: Website Logs and Statistical Compilations.
Includes statistical information about use of the website by visitors, search result reports, user and audit logs, audit logs and internal and external reporting for compliance requirements.

Proposed Disposition: Temporary
Appropriateness of Proposed Disposition: Appropriate.
Appraisal Justification:
* The compilation of statistical website information from logs and user statistics is of administrative value, but is not of long term, permanent value.
* The compilation of web statistics does not document significant actions of Federal officials.
* Closely related to GRS 3.1, Item 020. Information technology operations and maintenance records.

Adequacy of Proposed Retention Period: Adequate.
Media Neutrality: Approved.