

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		1 FAVF RI ANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-280-07-5
1 FROM (Agency or establishment) FEDERAL MEDIATION AND CONCILIATION SERVICE		DATE RECEIVED	2/23/07
2 MAJOR SUBDIVISION ADMIN SERVICES/INFORMATION SYSTEMS DEPT		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER DEAN BUNDY	5 TELEPHONE (202) 606-2157	2/23/07	Alta W. ...

6 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached, or has been requested

DATE 8 DEC 2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dean Bundy</i>	TITLE RECORDS MANAGER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	FMCS-Content and Administrative Records of the Website.		

Retention Schedule for Content and Administrative Records of the FMCS
Website

These disposition instructions apply to all the described records regardless of physical media, except as noted.

WEB 1100

FMCS public website (www.fmcs.gov).
This website is how the Agency presents its mission and services to the public and clients.

RETENTION

- (a) Web content: a “snapshot” of the official FMCS public website that captures the “look and feel” of the site, including a full site map and working links to all additional pages or postings.

Temporary. Capture a site snapshot at the end of each calendar year. Destroy or delete snapshots 3 years after capture.

- (b) Web content including pages or links containing agency issuances and information such as links to fillable forms, reports of news items or mission-related accomplishments, reports or postings by the FMCS Director or other management personnel, and similar information.

Temporary. Delete from the FMCS recordkeeping system when 3 years old.

WEB 1101

FMCS website management and support records.
Webmaster, content manager and IT support records including content lists, posting logs, technical reference documents, and other records dealing with site management, content management, maintenance, and support.

Temporary. Destroy or delete from the FMCS recordkeeping system when 2 years old or when related web content records are destroyed, whichever is earlier.

WEB 1200

Official FMCS Intranet website.

The FMCS Intranet home page for employees and others granted access to the Agency Intranet.

RETENTION

- (a) Web content: a “snapshot” of the official FMCS Intranet website that captures the “look and feel” of the site, including a full site map and working links to all additional pages or postings.

Temporary. Capture an Intranet snapshot at the end of each calendar year. Destroy or delete from the FMCS recordkeeping system 7 years after capture.

- (b) Intranet content, including posted directives, issuances, forms, reports, statistics, and other records dealing with the administration and support of internal Agency affairs and similar files posted for the information or use of FMCS staff and others with access to the Intranet site.

Temporary. Destroy or delete from the FMCS recordkeeping system when 7 years old.

WEB 1201

Official FMCS Intranet website management and support records.

Webmaster, content manager and IT support records including content lists, posting logs, technical reference documents, and other records dealing with site management, maintenance, and support.

Temporary. Destroy or delete from the FMCS recordkeeping system when 7 years old.