

## Request for Records Disposition Authority

Records Schedule Number      DAA-0297-2014-0009  
Schedule Status                  Approved  
  
Agency or Establishment        Library of Congress  
Record Group / Scheduling Group   Records of the Library of Congress  
Records Schedule applies to    Agency-wide  
Schedule Subject                Information Technology  
Internal agency concurrences will be provided      No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0297-2014-0009

Sequence Number	
1	Web Metrics Data Feeds/Log Files Disposition Authority Number: DAA-0297-2014-0009-0001
2	IT Web Property Design, Development and Implementation Disposition Authority Number: DAA-0297-2014-0009-0002
3	Website Technical Reference Documentation Disposition Authority Number: DAA-0297-2014-0009-0003
4	Web Archiving Workflow Tools Master Database Disposition Authority Number: DAA-0297-2014-0009-0004
5	Web Archiving Nominated Website Owner Correspondence Disposition Authority Number: DAA-0297-2014-0009-0005
6	Web Archiving Workflow Tools Development Platform Master Database Disposition Authority Number: DAA-0297-2014-0009-0006
7	Social Media Records Disposition Authority Number: DAA-0297-2014-0009-0007

## Records Schedule Items

Sequence Number						
1	<p><b>Web Metrics Data Feeds/Log Files</b></p> <p>Disposition Authority Number      DAA-0297-2014-0009-0001</p> <p>Raw data feeds or log files which are used in web metrics/analytics statistical tools. These log files: 1) Record data about how users access web servers, navigate and/or query LC's web pages, and use the search engine; 2) Record which scripts are used and how; and/or 3) Compile other statistics about use. The logs collect the following personal information: 1) Users' Internet Protocol (IP) addresses; 2) Uniform Resource Locators (URLs) of pages that lead users to the LC site; and 3) Counts of page views and user sessions, search requests, and systems used by visitors to the web site. As this raw data is hosted offsite by the Web Metrics vendor, a copy of the daily metrics web data files will be copied and stored locally at the Library in a secure setting on an annual basis to ensure that the Library can access historical data. This process will ensure that the Library's analytics data received from the vendor will be retained beyond two years, which is the minimum amount of time certain vendors will preserve the analytics data of their clients.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data?                            Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1118</td> <td>Library of Congress Records Schedule (LRS)</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period                        DESTROY/DELETE when 5 years old or when no longer needed for review and analysis, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval                             Not Required</p>		Manual Citation	Manual Title	1118	Library of Congress Records Schedule (LRS)
Manual Citation	Manual Title					
1118	Library of Congress Records Schedule (LRS)					

2

**IT Web Property Design, Development and Implementation**

Disposition Authority Number DAA-0297-2014-0009-0002

Records and graphics related to individual projects designed to plan, design, implement and maintain agency web properties. Includes records documenting 1) project requirements and scope, such as charters, scope matrices, high level milestone spreadsheets, and testing plans; 2) information architecture and design documents such as wireframes, story boards, inventories, and graphics 3) user tests and testing results; 4) quality assurance reviews and test plans, data, and results. Excludes records relating to specific web strategies that support or document mission goals.

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? Yes

Manual Citation	Manual Title
1119	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period DESTROY/DELETE when no longer needed for reference.

**Additional Information**

GAO Approval Not Required

3

**Website Technical Reference Documentation**

Disposition Authority Number DAA-0297-2014-0009-0003

Records of individual projects designed to provide and support agency web properties, applications, systems, and services. Includes 1) technical documentation such as data models, application architectures, and code documentation, and 2) analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting.

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? **Yes**

Manual Citation	Manual Title
1120	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period **DESTROY/DELETE when no longer needed for reference.**

**Additional Information**

GAO Approval **Not Required**

**Web Archiving Workflow Tools Master Database**

Disposition Authority Number **DAA-0297-2014-0009-0004**

**Master database for custom web archiving workflow tools supporting seeds management, permissions management, collections management, quality review, cataloging, and other related functions.**

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? **Yes**

Manual Citation	Manual Title
1121	Library of Congress Records Schedule (LRS)

4

5

**Disposition Instruction**

Retention Period **DESTROY/DELETE when no longer needed.**

**Additional Information**

GAO Approval **Not Required**

**Web Archiving Nominated Website Owner Correspondence**

Disposition Authority Number **DAA-0297-2014-0009-0005**

**Correspondence with website owners relating to nomination of their website or subsequent crawling.**

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? **Yes**

Manual Citation	Manual Title
1122	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period **DESTROY/DELETE when no longer needed.**

**Additional Information**

GAO Approval **Not Required**

6

**Web Archiving Workflow Tools Development Platform Master Database**

Disposition Authority Number **DAA-0297-2014-0009-0006**

**Master database for web archiving workflow tools development platform, which documents requirements for and implementation of new web archiving workflow tools functionality.**

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? **Yes**

Manual Citation	Manual Title
1123	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Retention Period **DESTROY/DELETE when no longer needed.**

**Additional Information**

GAO Approval **Not Required**

**Social Media Records**

Disposition Authority Number **DAA-0297-2014-0009-0007**

Social media is a way that the Library communicates with the public on collections and events. Social media at the Library includes many technologies. Examples include social networking websites (e.g., Twitter and Facebook); publishing websites (e.g., wikis and blogs); and file sharing websites (e.g., photo and video libraries such as YouTube and Flickr). Only posts that contain original content are considered to be records; posts that contain content reposted from elsewhere for informational purposes are non-record materials. Optimally Library social media records are collected by capture tools. The capture tool will collect records that include information from the original system such as date, posted content, and comments. Any social media records that are not captured will remain stored in their original systems. If however, a record must be deleted from a system before capture occurs, or, if not captured, made inaccessible prior to the end of the required retention period, it must be saved manually in electronic format. Note: Temporary social media records remaining in their original systems do not need to be deleted at the end of the scheduled retention period. Any permanent social media records, such as guest blog posts by members of the Executive Committee, must be retained in accordance with LRS Item 101 or Item 103a. Spam messages received in social media are non-record materials and may be destroyed at any time without authorization.

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? **Yes**

Manual Citation	Manual Title
1124	Library of Congress Records Schedule (LRS)

**Disposition Instruction**

Cutoff Instruction **CUTOFF at end of fiscal year in which capture occurs.**

Retention Period **DESTROY/DELETE 3 years 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
01/27/2014	Certify	John Nave	Chief, Office System Services	OSS - OSS
05/05/2014	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
08/29/2014	Submit For Certification	Ashley Davies	Records Management Specialist	OSS - RMS
08/29/2014	Certify	Ashley Davies	Records Management Specialist	OSS - RMS
10/16/2014	Submit for Concurrence	Jessica Blessman	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/17/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/17/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist