

Request for Records Disposition Authority

Records Schedule Number DAA-0220-2014-0015
Schedule Status Approved

Agency or Establishment Recovery Accountability and Transparency Board
Record Group / Scheduling Group Records of Temporary Committees, Commissions, and Boards
Records Schedule applies to Agency-wide
Schedule Subject Recovery Accountability and Transparency Board Websites
Internal agency concurrences will be provided No

Background Information This records disposition authority request covers the websites of the Recovery Accountability and Transparency Board (Board) –
• Recovery.gov (External Website & Subsidiaries)
• FederalReporting.gov
• Board Intranet (Internal Website)
• Social Media

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0220-2014-0015

Sequence Number	
1	Recovery.gov
1.1	Website Content Records Disposition Authority Number: DAA-0220-2014-0015-0001
1.2	Website Management and Support Files Disposition Authority Number: DAA-0220-2014-0015-0002
1.3	Subsidiary Website Content Records Disposition Authority Number: DAA-0220-2014-0015-0003
1.4	Subsidiary Website Management and Support Files Disposition Authority Number: DAA-0220-2014-0015-0004
2	FederalReporting.gov
2.1	Website Content Records Disposition Authority Number: DAA-0220-2014-0015-0005
2.2	Website Management and Support Files Disposition Authority Number: DAA-0220-2014-0015-0006
3	Board Intranet
3.1	Intranet Content Disposition Authority Number: DAA-0220-2014-0015-0007
3.2	Intranet Management and Support Files Disposition Authority Number: DAA-0220-2014-0015-0008
4	Social Media (Hosted on Board Servers)
4.1	Web Logs (Blogs) Disposition Authority Number: DAA-0220-2014-0015-0009
5	Social Media (Hosted on Public Servers "Not Board")
5.1	Social Networking Sites Disposition Authority Number: DAA-0220-2014-0015-0010
5.2	YouTube Videos Disposition Authority Number: DAA-0220-2014-0015-0011

Records Schedule Items

Sequence Number	
1	<p>Recovery.gov The Recovery.gov site (External Website & Subsidiaries), mandated by the American Recovery and Reinvestment Act of 2009 (Recovery Act), displays information about the Recovery Accountability and Transparency Board's (Board) activities, as well as data related to the \$840 billion in Recovery Act funding and information about the distribution and spending of Hurricane Sandy disaster assistance funds. Approximately 31TB of data.</p>
1.1	<p>Website Content Records</p> <p>Disposition Authority Number DAA-0220-2014-0015-0001</p> <p>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 posting by the Board Chairman or other management personnel, and similar information.</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> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the end of the fiscal year.</p> <p>Retention Period Destroy immediately after termination of Board.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Website Management and Support Files</p> <p>Disposition Authority Number DAA-0220-2014-0015-0002</p> <p>Documents created or received in the development, design, implementation, operations, and maintenance of the Recovery.gov website. Webmaster, content manager and IT support records including content lists, posting logs, technical reference documents, and other records dealing with site management,</p>

content management, maintenance, and support. 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.

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

Disposition Instruction

Cutoff Instruction Cutoff files at the end of fiscal year.

Retention Period Destroy immediately after termination of Board.

Additional Information

GAO Approval Not Required

1.3

Subsidiary Website Content Records

Disposition Authority Number DAA-0220-2014-0015-0003

Public Facing subsidiary web sites that re-displays specific Recovery.gov web data.

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

Disposition Instruction

Cutoff Instruction Cutoff files at the end of fiscal year.

Retention Period Destroy immediately after termination of Board.

1.4

Additional Information

GAO Approval Not Required

Subsidiary Website Management and Support Files

Disposition Authority Number DAA-0220-2014-0015-0004

Documents created or received in the development, design, implementation, operations, and maintenance of subsidiary websites developed in support of the Board's mission.

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

Disposition Instruction

Cutoff Instruction Cutoff files at the end of fiscal year.

Retention Period Destroy immediately after termination of Board.

Additional Information

GAO Approval Not Required

2

FederalReporting.gov

The Agency for Healthcare Research Quality Research Reporting System (ARRS) supports Section 1512 of the Recovery Act. Recovery Act fund recipients submitted reports required under Section 1512 of the Recovery Act using ARRS beginning on October 1, 2009. It contains detailed information on the projects and activities funded by the Recovery Act. Quarterly reporting for recipients of Recovery Act awards ended with the January 2014 reporting period. The recipient data was updated for the last time on May 1, 2014. Approximately 31TB of data.

2.1

Website Content Records

Disposition Authority Number DAA-0220-2014-0015-0005

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 posting by the Board Chairman or other management personnel, and similar information. This schedule covers only the content records

that comprise of the website. 1512 data records are covered under the Oversight Support Records schedule.

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

Disposition Instruction

Cutoff Instruction Cutoff files at the end of fiscal year.

Retention Period Destroy immediately after termination of the Board.

Additional Information

GAO Approval Not Required

2.2

Website Management and Support Files

Disposition Authority Number DAA-0220-2014-0015-0006

Documents created or received in the development, design, implementation, operations, and maintenance of the FederalReporting.gov website. 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.

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

Disposition Instruction

Cutoff Instruction Cutoff files at the end of fiscal year.

Retention Period Destroy immediately after termination of Board.

	<p>Additional Information</p> <p>GAO Approval Not Required</p>
3	<p>Board Intranet</p> <p>The Board Intranet portal serves as an internal website within the agency's network that only authorized users can access and supports the efficient management and collaboration of agency data, applications, and information through personalized views.</p>
3.1	<p>Intranet Content</p> <p>Disposition Authority Number DAA-0220-2014-0015-0007</p> <p>Includes 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 Board staff and others with access to the Intranet site.</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> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the end of the fiscal year..</p> <p>Retention Period Destroy immediately after termination of Board.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
3.2	<p>Intranet Management and Support Files</p> <p>Disposition Authority Number DAA-0220-2014-0015-0008</p> <p>Documents created or received in the development, design, implementation, operations, and maintenance of the Board Intranet website. 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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

	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
	Disposition Instruction	
	Cutoff Instruction	Cut off files at the end of the fiscal year.
	Retention Period	Destroy immediately after termination of Board.
	Additional Information	
	GAO Approval	Not Required
4	Social Media (Hosted on Board Servers)	
	Social Media are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. This schedule applies to the content maintained by Board on Recovery.gov and/or commercial social networking sites not hosted on Board servers.	
4.1	Web Logs (Blogs)	
	Disposition Authority Number	DAA-0220-2014-0015-0009
	These blogs are part of the Recovery.gov website where content is posted by Board staff for public consumption. They are intended to communicate with the public about the work of Board using plain language and multimedia assets, like pictures, videos and audio clips. The blogs may also link to other websites within and outside of Board. Each blog posting of a particular subject consists of a title, body, author, and a post date.	
	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the termination of the Board.

	Retention Period	Destroy immediately after termination of the Board.
	Additional Information	
	GAO Approval	Not Required
5	<p>Social Media (Hosted on Public Servers "Not Board") Social Media are web-based applications that provide enhanced information sharing and collaboration by facilitating horizontal communication among multiple users. This schedule applies to the content maintained by Board on Recovery.gov and/or commercial social networking sites not hosted on Board servers.</p>	
5.1	<p>Social Networking Sites</p>	
	Disposition Authority Number	DAA-0220-2014-0015-0010
	<p>Board has created accounts on commercial social networking sites in order to provide information to the public. These social networking sites include Facebook, YouTube, Flickr and Twitter. Individuals who visit Board account pages, or interact with these accounts, may be registered users of the social networking service. When interacting with a Board account, users are not required to provide any information to Board. Any information users may have provided to the social networking service, for which they have registered independently, is voluntarily contributed and is neither accessible nor maintained by the Board. *Note: Board does not manage the content on these public servers. Board content is created, saved, and then posted to these sites. This section applies to the content saved and maintained by Board staff in Board recordkeeping systems. Facebook Page (or similar) a. The profile and original content - The content will include the initial profile, any changes to the profile, and may include original material. b. Log of posted content Board - Staff will maintain a "log" or register that describes material posted by Board staff to include a brief description of content, links, source office, date uploaded and date removed.</p>	
	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
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the termination of the Board.
	Retention Period	Destroy immediately after termination of Board.

5.2	Additional Information	
	GAO Approval	Not Required
	YouTube Videos	
	Disposition Authority Number	DAA-0220-2014-0015-0011
	Videos posted on YouTube	
	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
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the termination of the Board.
	Retention Period	Destroy immediately after termination of the Board.
	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
07/21/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
12/05/2014	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
12/08/2014	Submit For Certification	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
12/08/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
01/16/2015	Return for Revision	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
02/14/2015	Submit For Certification	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
02/14/2015	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
04/23/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services

04/27/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist