REQUEST FOR RECORDS DISPOSITION AUTHORITY	N1- 047-10-2
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 3-2-2010

1 FROM Social Security Administration	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION Office of Publications and Logistics Management	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Office of Document, Center for Records Management	

4 NAME OF PERSON WITH WHOM TO CONFER Joyce Huber, SSA Records Officer	5 TELEPHONE NUMBER 410-965-5555 410-966-1704 (fax)	DATE 2-1/11	ARCHIVIST OF THE UNITED STATES

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 _3_ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the Government Accountability Office (GAO), under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required   ☐ is attached   ☐ has been requested

DATE FEB. 24, 2010	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Records Officer

7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS **Social Security Administration Internet Websites** **Office of Origin:** Deputy Commissioner for Office of Communications Altmeyer Building 6401 Security Boulevard Baltimore, MD 21235-6401 **Scheduling Authority:** Social Security Administration Deputy Commissioner for Budget, Finance and Management Center for Records Management Joyce Huber, SSA Records Officer Room 1524 Annex Building 6401 Security Boulevard Baltimore, MD 21235-6401 410-965-5555		

I. Social Security Internet Websites

Social Security Online, Social Security's award winning public-facing Internet site, has been among the preeminent Government Websites since 1994   The SSA public web site at *www socialsecurity gov* is SSA's primary communications vehicle for informing the public about agency programs and benefits   The website also offers a number of transactions that the public can perform online, thus avoiding a trip to an SSA field office to do business in person   In addition, it provides information about the agency's mission, regulations, budget, policies, and performance   The websites maintained by the various SSA organizational components are accessible from *Social Security Online*   SSA components post and maintain content within the framework of SSA web standards and policies developed to ensure a uniform, consistent, and user-friendly site   The SSA Office of Systems maintains and administers the web server hardware and related infrastructure   Content published on the web/intranet site is covered by the records schedule of the component organization that originated the content   This schedule also covers podcasts, streaming media, and other popular forms of transmission   Other collaborative technologies, such as blogs and wikis, will be scheduled separately

1. ## External Web Content Records

    The type of information SSA disseminates through its website includes but is not limited to   notices, rulemakings, reports, orders, opinions, budgets, strategic plans, organizational charts, statements, speeches, policies, fact sheets, press releases, webinars, program information, online services, publications, and forms

    Content information is published on the SSA web site in a variety of formats including HTML and PDF, intranet and internet web pages

    Disposition: Temporary.

    Content of the web site is overwritten when it is superseded by new updated information. The old content is no longer kept at the time the site is overwritten.

2. ## Internal Web Content Records
    The type of information SSA disseminated through its website includes but is not limited to   Notices, rulemakings, reports, orders, opinions, budgets, strategic plans, organizational charts, statements, speeches, policies, fact sheets, press releases, webinars, program information, online services, publications, and forms

    Content information is published on the SSA web site in a variety of formats including HTML and PDF, intranet and internet web pages

    Disposition: Temporary.

    Content of the web site is overwritten when it is superseded by new updated information. The old content is no longer kept at the time the site is overwritten.

3. Web Administrative Records

The type of administrative records kept by SSA includes administrative guidelines on how to use the banding templates and annual certifications of web content by SSA components Guidelines are stored in various formats to include HTML and the certifications are stored in the form of email messages

Disposition: Temporary.

GRS 24 item 8c.

Delete/destroy after 3 years of posting or certifying new information/content.

4. Web Site Logs and Statistical Compilations

SSA also keeps raw and statistical information about use of the web site by visitors (such as number of hits, page views, user sessions, referring URL's and browser type). The raw numbers for this information and associated reports are recorded constantly while associated statistical reports are created on a periodic as needed basis by the Office of Systems

Disposition: Temporary.

GRS 24 item 8

Delete/destroy when 3 years old.

5. Software Records

These records describe the software products used in conjunction with the operation and maintenance of the web site These records include licensing information and describe versions and customizations of commercial off-the-shelf products Licensing information is handled by the Office of Systems

Disposition: Temporary. Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

GRS 20, item 1(a1.

Version control is maintained for the life of the COTS product. Original licenses are kept until the software becomes obsolete.