

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-269-09-1</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/14/09</i>	
1. FROM (Agency or establishment) GENERAL SERVICES ADMINISTRATION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF CITIZEN SERVICES AND COMMUNICATIONS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 ENTERPRISE WEB MANAGEMENT			
4. NAME OF PERSON WITH WHOM TO CONFER Marc A. Wolfe	5. TELEPHONE NUMBER 202-501-2514	DATE <b>WITHDRAWN</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 <u>0</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7 May 2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Marc A. Wolfe</i>		TITLE <i>Records Officer</i>
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<u>WWW.GSA.GOV.</u> GSA's Website provides information about GSA's mission and activities to the public. It also serves as an entry point for other government agencies wishing to access GSA's acquisition services, and vendors seeking to do business with the government  Disposition: Permanent. A snapshot will be taken at the end of each calendar year. Transfer to NARA immediately.		
2.	<u>INSITE GSA.GOV.</u> GSA's Intranet provides GSA employees and contractors with up-to-date information about upcoming and current events, agency operating procedures, and internal administrative tools such as employee self-service.  Disposition: Temporary. Superseded or removed content will be maintained in the Content Management System until no longer needed.		
3.	<u>IP Logs for both sites.</u>  Disposition: Temporary. Cut off monthly. Delete when one year old.		
4.	<u>Page hit counters.</u>  Disposition: Temporary. Reset annually		<b>WITHDRAWN</b>
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