

## Part 6 - Public Affairs Records

This schedule covers public relations or public affairs records created by or for the Department under contract, by grant, acquired from outside sources as well as those produced internally. Public relation records more than 30 years old must be offered to the National Archives and Records Administration (NARA) before applying disposition instructions set forth in this schedule. This schedule covers records relating to public affairs maintained by the Office of Public Affairs in the Washington Headquarters Office of the Department of Education. This schedule supersedes record dispositions issued in 1983 and 1993.

### ED/RDS

### ITEM

### NO.

### DESCRIPTION OF RECORDS

### DISPOSAL AUTHORITY

#### PUBLICATIONS

**1. Speeches.** Scripts to speeches of Department of Education Office of the Secretary.

a. Record copy. **PERMANENT.** Transfer final version of the annotated copy to the director of correspondence for the Office of the Secretary.

NARA Job No.  
NI-441-96-2  
Item 4a

b. All other copies. **TEMPORARY.** Cutoff at end of calendar year. Destroy when no longer needed for reference or one year after cutoff, whichever is later.

NARA Job No.  
NI-441-96-2  
Item 4b

**2. Publications and Newsletters.** Booklets, pamphlets, brochures, books, magazines, and all other types of publications created.

Disposition: **PERMANENT.** Transfer all publications to the National Archives and Records Administration at the end of each calendar year.

NARA Job No.  
NI-441-96-2  
Item 5

**3. Manuscripts to Publications.**

Disposition: **TEMPORARY.** Destroy one year after verification against official publication.

NARA Job No.  
NI-441-96-2  
Item 6

## Part 6 - Public Affairs Records

6 - 2

<u>ED/RDS ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSAL AUTHORITY</u>
4.	<b>Correspondence Files.</b>	
a.	<u>Citizens Mail.</u>  <u>Disposition:</u> <b>TEMPORARY.</b> Cutoff at end of calendar year. Destroy 2 years after response.	NARA Job No. NI-441-96-2 Item 7a
b.	<u>Internal Memoranda.</u>  <u>Disposition:</u> <b>TEMPORARY.</b> Cutoff at end of calendar year. Destroy 2 years after response.	NARA Job No. NI-441-96-2 Item 7b
c.	<u>Correspondence Log.</u>  <u>Disposition:</u> <b>TEMPORARY.</b> Cutoff at end of calendar year. Destroy 2 years after response.	NARA Job No. NI-441-96-2 Item 7c
5.	<b>Press Releases.</b>  <u>Disposition:</u> <b>PERMANENT.</b> Cutoff at end of calendar year. Transfer to the National Archives and Records Administration one year after cutoff.	NARA Job No. NI-441-96-2 Item 8
6.	<b>Biographies of Agency Officials.</b> Biographical information of senior level staff, consisting of the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and levels below the Assistant Secretaries.  <u>Disposition:</u> <b>PERMANENT.</b> Cutoff at end of calendar year. Transfer to the National Archives and Records Administration on e year after cutoff.	NARA Job No. NI-96-441-2 Item 9
7.	<b>Posters.</b> Posters created to document Department of Education functions.	

## Part 6 - Public Affairs Records

6 - 3

**ED/RDS**

**ITEM**

**NO.**

**DESCRIPTION OF RECORDS**

**DISPOSAL**  
**AUTHORITY**

Disposition: **PERMANENT**. Cutoff at end of calendar year. Transfer two copies of each poster to the National Archives and Records Administration immediately following cutoff.

NARA Job No.  
NI-96-441-2  
Item 10

- 8. Original Artwork.** Original artwork and graphic design created for Department publications by in-house graphic designers and contractors.

Disposition: **TEMPORARY**. Cutoff at end of calendar year. Destroy when no longer needed for reference or when 2 years old, whenever is later.

NARA Job No.  
NI-96-441-2  
Item 11