

Part 6 - Public Affairs Records

ED/RDS ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
-----------------------	------------------------	-----------------------

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.

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. ED/RDS, Part 6, Item 1a (N1-441-96-2, Item 4a)
 - b. All other copies. **TEMPORARY.** Cut off at end of calendar year. Destroy when no longer needed for reference or one year after cut off, whichever is later. ED/RDS, Part 6, Item 1b (N1-441-96-2, 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. ED/RDS, Part 6, Item 2 (N1-441-96-2, Item 5)

3. **Manuscripts to Publications.**

Disposition: TEMPORARY. Destroy one year after verification against official publication. ED/RDS, Part 6, Item 3 (N1-441-96-2, Item 6)

4. **Correspondence Files.**
 - a. Citizens' Mail.

Disposition: TEMPORARY. Cut off at end of calendar year. ED/RDS, Part 6, Item 4a

Part 6 - Public Affairs Records

ED/RDS ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
	Destroy 2 years after cut off.	(N1-441-96-2, Item 7a)
	b. <u>Internal Memoranda.</u>	
	<u>Disposition:</u> TEMPORARY. Cut off at end of calendar year. Destroy 2 years after cut off.	ED/RDS, Part 6, Item 4b (N1-441-96-2, Item 7b)
	c. <u>Correspondence Log.</u>	
	<u>Disposition:</u> TEMPORARY. Cut off at end of calendar year. Destroy 2 years after cut off.	ED/RDS, Part 6, Item 4c (N1-441-96-2, Item 7c)
5.	Press Releases.	
	<u>Disposition:</u> PERMANENT. Cut off at end of calendar year. Transfer to the National Archives and Records Administration one year after cut off.	ED/RDS, Part 6, Item 5 (N1-441-96-2, Item 8)
6.	Biographies of Agency Officials. 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> PERMANENT. Cut off at end of calendar year. Transfer to the National Archives and Records Administration one year after cut off.	ED/RDS, Part 6, Item 6 (N1-441-96-2, Item 9)
7.	Posters. Posters created to document Department of Education functions.	
	<u>Disposition:</u> PERMANENT. Cut off at end of calendar year. Transfer two copies of each poster to the National Archives and Records Administration immediately following cut off.	ED/RDS, Part 6, Item 7 (N1-441-96-2, Item 10)
8.	Original Artwork. Original artwork and graphic design created for Department publications by in-house graphic designers and contractors.	

Part 6 - Public Affairs Records

ED/RDS ITEM NO.	DESCRIPTION OF RECORDS	DISPOSAL AUTHORITY
-----------------------	------------------------	-----------------------

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy when no longer needed for reference or when 2 years old, whichever is later.

ED/RDS, Part 6, Item 8
(N1-441-96-2, Item 11)