

## **ED Records Schedule**

**SCHEDULE LOCATOR NO.:** 091

**APPROVED DATE:** 6/1/2009

**TITLE:** Communications Records

**PRINCIPAL OFFICES:** Office of Communications and Outreach (OCO) and Institute of Education Sciences (IES)

**NARA DISPOSITION AUTHORITY:** N1-441-08-12

### **DESCRIPTION:**

Communications records developed by, or under contract for, the Department, in support of the Department's public affairs or public relations activities.

### **DISPOSITION INSTRUCTIONS:**

a. Mission-Related or Substantive Agency Activities

Communications records that are mission-related or are of substantive agency activities.

- Photographs of substantive agency activities relating to the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other senior officials, confirmation hearings, press conferences, program launchings, VIP visits, and other mission-related Department events and subjects; program implementation, educational facilities, and classroom activities in the field. Includes photo logs, job sheets, indices or finding aids used to access or identify photographs.
- Printed and electronic publications and print materials produced or funded by the Department for internal or external distribution. Records may include but are not limited to booklets, pamphlets, brochures, books, magazines, newsletters, posters, and other types of education-related information materials.
- Record copy of all official testimony delivered to external bodies (i.e. Congress) on behalf of the Department.
- Biographical information of Department senior level staff, consisting of the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other senior officials.
- Record copy of all official news releases and information disseminations issued by the Department.
- Recordings of meetings, speeches, press conferences, and other media events, or events involving high-level Department officials.

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- Recordings of substantive interviews and activities of Department officials or recordings covering news and informational subjects of the Department.
- Recordings covering subjects of general interest for public distribution, programmatic information or instruction for the public and external organizations relating to Departmental programs, and productions for internal use; related to the mission of the Department or of a substantive activity.
- Television broadcasts, webcasts, or motion pictures such as *Education News Parents Can Use* and Channel 44 internal cable television productions.

### **PERMANENT**

Cut off annually. Transfer to NARA 5 years after cutoff.

#### b. Routine

Includes communications records that are NOT mission-related or of substantive agency activities.

- Photographic coverage of employee awards events, retirement ceremonies, training classes, campaigns, or commemorations (e.g. CFC campaigns, blood drives, ethnic or women's history month events, etc.) common to most government agencies.
- Original artwork and graphic design by in-house graphic designers and contractors, created to produce Department publications and promotional items such as manuals, handbooks, brochures, pamphlets, posters, or other materials.
- Manuscripts to publications that have been verified against the official publication.
- Reference copies or distribution sets compiled for agency and public reference needs or distribution.
- Recordings covering routine subjects of general interest for public distribution, programmatic information or instruction for the public and external organizations relating to Departmental programs, and productions for internal use.
- Daily radio news feed on education issues and activities for use by radio stations around the country. Also includes the scripts written for self-contained stories placed on the radio news feed for use by radio stations.
- Records relating to inquiries received from the media and other sources on Department of Education programs, policies, and activities. Files include daily notes, summaries, and logs of requests received, and may include copies of the request and response for significant issues.

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### **TEMPORARY**

Cut off annually. Destroy/delete 2 years after cutoff or when no longer needed for reference, whichever is later.

### **IMPLEMENTATION GUIDANCE:**

Audiovisual records more than 30 years old must be offered to NARA before applying disposition instructions.

Guidance for each type of audiovisual records, the specific record element (original, negatives, prints, dubbings, etc.) required by 36CFR 1228.266 for preservation, reproduction, and reference are provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide," available on the NARA Records Management Web site at: [http://www.archives.gov/records\\_management/publications](http://www.archives.gov/records_management/publications). In addition, NARA has issued guidance to supplement current requirements for transferring permanent photographic records. This guidance can be found at: [http://www.archives.gov/records\\_management/initiatives/transfer\\_to\\_nara.html](http://www.archives.gov/records_management/initiatives/transfer_to_nara.html). Finding aids and production documentation must be transferred to NARA with the permanent audiovisual records to which they pertain.

In this context, senior officials are defined as heads of Department Principal Offices and other officials when acting in those capacities.

### **ARRANGEMENT/ANNUAL ACCUMULATION:**

### **PREVIOUS NARA DISPOSITION AUTHORITY:**

N1-441-97-3, Item 1 (ED/RDS Part 1, Item 13)  
N1-441-97-1, Item 20 (ED/RDS Part 9, Item 20)  
N1-441-96-2, Item 1 (ED/RDS Part 2, Item 1)  
N1-441-96-2, Item 2 (ED/RDS Part 2, Item 2)  
N1-441-96-2, Item 3 (ED/RDS Part 2, Item 3)  
N1-441-96-2, Item 4a (ED/RDS Part 6, Item 1a)  
N1-441-96-2, Item 5 (ED/RDS Part 6, Item 2)  
N1-441-96-2, Item 6 (ED/RDS Part 6, Item 3)  
N1-441-96-2, Item 8 (ED/RDS Part 6, Item 5)  
N1-441-96-2, Item 9 (ED/RDS Part 6, Item 6)  
N1-441-96-2, Item 10 (ED/RDS Part 6, Item 7)  
N1-441-96-2, Item 11 (ED/RDS Part 6, Item 8)  
N1-441-96-2, Item 12a (ED/RDS Part 2, Item 4a)  
N1-441-96-2, Item 12b (ED/RDS Part 2, Item 4b)  
N1-441-96-2, Item 14a (ED/RDS Part 2, Item 7a)  
N1-441-96-2, Item 14b (ED/RDS Part 2, Item 7b)  
N1-441-96-2, Item 14c (ED/RDS Part 2, Item 7c)  
N1-441-96-2, Item 14d (ED/RDS Part 2, Item 7d)  
N1-441-96-2, Item 14e (ED/RDS Part 2, Item 7e)  
N1-441-96-2, Item 14f (ED/RDS Part 2, Item 7f)

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N1-220-93-15, Item 13 (ED/RDS Part 5, Item 15b)

NC-12-75-1, Item 23 (ED/RDS Part 2, Items 6 and 8)

### **SPECIFIC LEGAL REQUIREMENTS:**

36 CFR 1228.266(c)

### **SPECIFIC RESTRICTIONS:**

Privacy Act 18-01-02 Education Senior Management Biographies

**LINE OF BUSINESS:** Information Dissemination