

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See instructions below)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

Department of Education

2 MAJOR SUBDIVISION

Office of Management

3 MINOR SUBDIVISION

Regulatory Information Management Services

4 NAME OF PERSON WITH WHOM TO CONFER

Sherry D. Smith

5 TELEPHONE

202-401-0902

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-441-0872

DATE RECEIVED

7/14/08

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

6/1/09

ARCHIVIST OF THE UNITED STATES

Adrienne Thomas

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 2 page(s) are not now needed for the business of 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,



is not required,



is attached, or



has been requested

DATE

6/25/08

SIGNATURE OF AGENCY REPRESENTATIVE

Sherry Smith

TITLE

Director, Records Management & Privacy  
Division/Departmental Records Officer

7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION

10 ACTION  
TAKEN (NARA  
USE ONLY)

1	ED 091 Communications Records	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) 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)	
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**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:142**

**SCHEDULE LOCATOR NO.:** 091

**DRAFT DATE:** 1/27/09

**TITLE:** Communications Records

**PRINCIPAL OFFICE:** Office of Communications and Outreach (OCO)

**NARA DISPOSITION AUTHORITY:**

**DESCRIPTION:**

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

These special media records exist in a variety of formats. For preservation purposes, media neutrality is not requested for permanent records described in item a. Temporary records outlined in item b are media neutral. Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

**DISPOSITION INSTRUCTIONS:**

a Mission-Related or Substantive Agency Activities

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

1. Color and black and white photography, including prints, negatives, slides, etc 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.

**PERMANENT**

Cut off at the end of the fiscal year. Transfer to NARA in 5 year blocks when the most recent records are 5 years old.

- 2 Digital photographs, moving digital images, and digital audio recordings 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 indices or finding aids used to access or identify records

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:142**

**PERMANENT**

Cut off at the end of the fiscal year. Transfer to NARA in 3 year blocks at the end of the last year included in the block.

- 3 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, and other types of education-related information materials (EXCLUDES Research Publications covered by ED 236 Research and Management Study Results or Products and Posters, which are covered by Item a4 of this schedule).

**PERMANENT**

Cut off at the end of the fiscal year Transfer to NARA in 5 year blocks when the most recent records are 5 years old.

4. Posters produced or funded by the Department for internal or external distribution

**PERMANENT**

Transfer two (2) copies directly to NARA upon printing.

5. 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.

**PERMANENT**

Cut off at the end of the fiscal year Transfer to NARA in 5 year blocks when the most recent records are 5 years old.

6. Video recordings of meetings, speeches, press conferences, interviews and other media events, or events involving high-level Department officials; video 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.

**PERMANENT**

Cut off at the end of the fiscal year Transfer to NARA in 5 year blocks when the most recent records are 5 years old.

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**ACS Tracking Number: OM:6-106:I42**

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.

**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 36 C.F.R. 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

**ED Records Schedule**  
**ACS Tracking Number: OM:6-106:142**

[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 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 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)  
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