

United States Department of Education
Office of Public Affairs
Attachment to SF 115 - N1-441-96-2

AUDIO RECORDS

- 1 Audio Cassettes - Digital and analog formats of audio recordings of speeches, press conferences, and other media events involving high-level Department of Education officials

Disposition **PERMANENT**. Cut off at end of calendar year Transfer all cassettes (original or earliest generation and a subsequent generation copy for reference, if one exists [36 CFR 1228 184(c)]) for the time period covering the length of service of each Secretary of Education to the National Archives and Records Administration one year after incumbent Secretary leaves office

- 2 Radio news feeds
 - a analog - Aug 1990 - Sept 30, 1995
 - b digital - Oct. 1, 1995 - present

Disposition **TEMPORARY**. Cut off at end of calendar year Destroy when no longer needed for reference or two years after Secretary leaves office, whichever is later.

- 3 News scripts - filed by month and date back to Aug 1990

Disposition **TEMPORARY**. Cut off at end of calendar year Destroy when no longer needed for reference or two years after incumbent Secretary leaves office, whichever is later

PUBLICATIONS

- 4 Speeches - scripts to speeches of Department of Education Office of the Secretary
 - a Record copy **PERMANENT**. Transfer each script upon completion to the director of correspondence for the Office of the Secretary.
 - b All other copies **TEMPORARY**. Cut off at end of calendar year Destroy when no longer needed for reference or one year after cutoff, whichever is later

- 5 Publications and Newsletters - approximately 500 publications (booklets, pamphlets, brochures, books, magazines, and all other types of publications) created per year and date from ca 1992 to the present One incomplete set of American Education dates from 1965 to 1983 (year it was discontinued)

Disposition **PERMANENT**. Transfer American Education to the National Archives and Records Administration upon approval of this schedule Transfer all other publications to the National Archives and Records Administration at the end of each calendar year

6. Manuscripts to publications

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

- 7 Correspondence files

a Citizens mail

Disposition **TEMPORARY**. Cut off at end of calendar year Destroy 2 years after response

b Internal memoranda

Disposition **TEMPORARY**. Cut off at end of calendar year Destroy 2 years after cutoff

c Correspondence log

Disposition **TEMPORARY**. Cut off at end of calendar year Destroy 2 years after cutoff

- 8 Press Releases

Disposition **PERMANENT**. Cut off at end of calendar year Transfer to the National Archives and Records Administration one year after cutoff

- 9 Biographies of agency officials - biographical information of senior level staff, consisting of Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and levels below the Assistant Secretaries

Disposition **PERMANENT**. Cut off at end of calendar year Transfer to the National Archives and Records Administration one year after cutoff

- 10 Posters - posters created to document Department of Education functions.

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

- 11 Original Artwork - original artwork and graphic designs created for Department publications by in-house graphic designers and by contractors

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

MOTION PICTURE RECORDS

- 12 Recordings of high level officials

a Videotapes of interviews of high level officials on various news programs, not produced by the Department (copyright restrictions)

Disposition **PERMANENT**. Cut off at end of calendar year Transfer the original or earliest generation and one duplicate copy [36 CFR 1228 184(d)(1)] for the time period covering the length of service of each Secretary of Education to the National Archives and Records Administration one year after incumbent Secretary leaves office

b Professional format videotapes of activities of high level officials, produced by or contracted to be produced for the Department

Disposition **PERMANENT**. Cut off at end of calendar year. Transfer the original or earliest generation and one duplicate copy [36 CFR 1228 184(d)(1)] for the time period covering the length of service of each Secretary of Education to the National Archives and Records Administration one year after incumbent Secretary leaves office

- 13 Training films/videos - general performance review evaluation process and professional development.

Disposition **TEMPORARY**. Destroy when no longer needed for reference.

STILL PICTURE RECORDS

14 Photographic prints, negatives, and contact sheets

a **Central file black-and-white negatives and corresponding contact sheets** relating to the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other top-level Department officials, confirmation hearings, press conferences, program launchings, VIP visits, and other mission-related Department events, and program implementation, educational facilities, and classroom activities in the field

Date span: 1981 to present

On hand: ca. 10,000 images, or 1.5 cf

Annual accumulation: ca. 400 images, or less than 1 cf

Disposition **PERMANENT.** Transfer all materials generated before January 20, 1993, to the National Archives and Records Administration upon approval of this schedule. Thereafter, transfer original negatives and contact sheets for the period covering the length of service of each Secretary of Education to the National Archives and Records Administration one year after incumbent Secretary leaves office.

b **Central file color negatives and corresponding contact sheets** relating to the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other top-level Department officials, confirmation hearings, press conferences, program launchings, VIP visits, and other mission-related Department events; and program implementation, educational facilities, and classroom activities in the field

Date span: 1981 to present

On hand: ca. 70,000 images, or 10.5 cf

Annual accumulation: ca. 8,000 images, or 1 cf

Disposition **PERMANENT.** Transfer all materials generated before January 20, 1993, to the National Archives and Records Administration upon approval of this schedule. Thereafter, transfer original negatives and contact sheets, along with a duplicate negative if available for each item, for the period covering the length of service of each Secretary of Education, to the National Archives and Records Administration one year after incumbent Secretary leaves office.

14c **Central file prints, black-and-white and color**, relating to the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other top-level Department officials, confirmation hearings, press conferences, program launchings, VIP visits, and other mission-related Department events, and program implementation, educational facilities, and classroom activities in the field

Date span 1981 to present

On hand ca 10,000 images (mostly 3 5" x 5"), or ca. 3 cf

Annual accumulation ca 2,000 images, or less than 1 cf.

Disposition **PERMANENT**. Transfer all materials generated before January 20, 1993, to the National Archives and Records Administration upon approval of this schedule. Thereafter, transfer all prints, for the period covering the length of service of each Secretary of Education, to the National Archives and Records Administration one year after incumbent Secretary leaves office.

d **Central file prints, negatives, and contact sheets relating to routine subjects**, including portraits of low-level Department staff and coverages of employee awards events, retirement ceremonies, and training classes, campaigns, or commemorations (e.g. CFC campaigns, blood drives, ethnic or women's history month events, etc.) common to most government agencies, 1981 to present.

Disposition **TEMPORARY**. Destroy when no longer needed for agency purposes

e **Assignment log** documenting central file coverages, 1981 to present

Disposition **PERMANENT**. Transfer written or printed log pages to the National Archives and Records Administration with corresponding photographic blocks from 1a, 1b, and 1c. Also transfer electronic version of pages, if available, in format readable by the National Archives and Records Administration

f. **Select file prints**, black-and-white and color, of leading Department officials, major events, and classroom activities, compiled for agency and public reference needs

Date span: 1981 to present

On hand: ca 1,500 prints (mostly 5" x 7" and 8" x 10"), or 3 cf

Annual accumulation ca. 200 prints, or less than 1 cf

Disposition **PERMANENT**. Transfer all pre-1989 prints, annotated at least with assignment log numbers and negative numbers, to the National Archives and Records Administration upon approval of this schedule. Thereafter, cut off similarly-annotated prints in eight-year blocks, and transfer each block six years after cut-off point.

All records listed in this records retention/disposition schedule that are designated as permanent and that predate the dates listed in this schedule, must be transferred to the National Archives and Records Administration immediately upon approval of this schedule

The National Archives and Records Administration reserves the right during archival processing to dispose of any marginal, duplicative, fragmentary, or non-identifiable materials and records that are already scheduled under the approved agency schedules and General Records Schedules, as well as those records lacking sufficient historical value to warrant permanent retention by the United States Government