

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Rg. 381.

LEAVE BLANK	
DATE RECEIVED 17 MAY 1973	JOB NO. 173-302
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
7-2-73 DATE	<i>James B. Roads</i> ARCHIVIST OF THE UNITED STATES

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
 Office of Economic Opportunity

2. MAJOR SUBDIVISION
 Office of Public Affairs

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER (P. Sutherland, PA) 5. TEL. EXT.
 Barbara E. Gaffney - A/ADM 25-
 193-45418

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 6 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

MAY 15 1973

J. B. Lisowski
 (Signature of Agency Representative)

Records Management Officer
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
(1405)	GENERAL: PUBLIC AFFAIRS RECORDS. Documents and related materials concerning the planning, preparation, and release of information to the news media, speeches, photographs, informational publications and recurring progress reports, tapes and films, with related graphic presentations, as well as the conduct of press and public relations and liaison. (Refer to OEO Staff Manual 1105-1 (June 1972) Organization Manual).		
(1405.1) 1.	<u>Public Affairs Subject Files</u> . Correspondence and other related records documenting Public Affairs policies, procedures, and standards for preparation and release of information, and conduct of public relations except for items described below. Disposition: Destroy after 25 years. (Remove house-keeping and transitory papers for immediate destruction; retire remaining files to FRC after 2 years.) (GRS 14/2) (Public Affairs Planning Files - see 3100 series, SM 1620-1.)		DISPOSAL APPROVED
(1405.2) 2.	<u>Public Affairs Project Working Papers</u> . Records documenting Public Affairs coverage of Agency programs and related policies through liaison with news media, preparation of release, and dissemination of information whether Agency-initiated or based on requests for such coverage, including news briefings.		29 items

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(1405.3) 3.	<p>Disposition: Temporary. (PIF when project is completed. Transfer record copy of results to Public Affairs Production Set.) Destroy working papers and discontinued project materials 3 years after COF. (GRS 14/6)</p> <p><u>Public Affairs Production Records Set.</u> Official record set of Public Affairs materials, including but not limited to informational releases and publications, articles, technical papers, press releases, press conference transcripts, speeches, films, radio-tv scripts drawings and other artwork, slides and photographs, exhibits or other graphic presentations, honors and awards ceremonies (other than suggestions) and related indices. (GRS 14/1)-</p> <p><i>Record set. Permanent, 09/6/22/73</i></p> <p>Disposition: (a) Offer papers and records and materials to National Archives. b. Retire remaining materials to FRC for destruction after 25 years.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p>
(1405.4) 4.	<p><u>Public Inquiry Files.</u> Documents relating to response to routine requests and communications from the public, involving no special policy decisions or research. Includes letters of complaint, criticism, or praise except those on the basis of which investigations are made or administrative action taken, and those incorporated in individual personnel folders.</p> <p>Disposition: Temporary. COF end of FY. Destroy 3 months after COF. (GRS 14, Items 3, 4 and 7)</p>		<p>DISPOSAL APPROVE</p>
(1405.5) 5.	<p><u>Public Affairs Program Complaint Files.</u> Mass mailings and authorized replies arranged by subject for those OEO actions or activities which precipitate a volume of correspondence, usually initiated by news coverage of allegations re OEO such as questions concerning OEO funding actions, use of agency funds, alleged mishandling of facilities or funds by grantees. (Excludes investigations files which are kept in General Counsel (Inspection Division.)</p> <p>Disposition: Destroy after 5 years. COF inactive files at the end of FY. Retire to FRC every 2 years. (GRS 14/7)</p>	14/7	<p>DISPOSAL APPROVED</p>
(1405.6) 6.	<p><u>Daily Press Service Teletype News.</u> Record copy of all teletype news relating to agency or items of interest to the agency.</p> <p>Disposition: Destroy after 3 months. (GRS 14/5)</p>		<p>DISPOSAL APPROVED</p>

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(1405.7) 7.	<p><u>Press Clippings.</u> Record set of newspaper clippings on OEO or related efforts, arranged alphabetically by newspaper and chronologically thereunder. May also include clippings from other publications.</p> <p><i>8/6/1/73 Permanent.</i></p> <p>Disposition: Record set: Retire to FRC for 2 years after COF end of FY. Retire to FRC 2 years after COF. Retire to FRC for 2 years after COF end of FY. Retire to FRC 2 years after COF. Retire to FRC for 2 years after COF end of FY. Retire to FRC 2 years after COF. Retire to FRC for 2 years after COF end of FY. Retire to FRC 2 years after COF. Retire to FRC for 2 years after COF end of FY. Retire to FRC 2 years after COF. Retire to FRC for 2 years after COF end of FY. Retire to FRC 2 years after COF.</p>		DISPOSAL NOT APPROVED
(1405.8) 8.	<p><u>Public Affairs Grants Release Files.</u> Official announcements and press releases concerning award of OEO contracts, grants, pilot programs, and other newsworthy activities.</p> <p>Disposition: Record copy: Destroy after 15 years. COF end of FY. Retire to FRC 2 years after COF.</p>		DISPOSAL APPROVED
(1405.9) 9.	<p><u>Public Affairs Publications Production Control Files.</u> Records relating to the control of production schedules of informational materials to be printed or published, as well as the control, storage, and distribution of all PA publications. (Publications/issuances history files are kept in A/ADM.)</p> <p>Disposition: <u>Temporary.</u> COF end of FY. Destroy after 3 years.</p>		DISPOSAL APPROVED
(1406)	<p>GENERAL: <u>Public Affairs Review and Clearance Files.</u> Documents relating to official review and clearance for publication of manuscripts, newspaper or radio-tv tapes or films, motion pictures, or feature stories concerning OEO or related activities.</p>		
(1406.1) 10.	<p><u>Employee-Authored Manuscripts.</u> Included are copies of manuscripts, coordinating actions, and related papers.</p> <p>Disposition: a. Published as numbered OEO issuances: <u>Temporary.</u> COF end FY. Retire to FRC for destruction 5 years after COF. (Record copies are in A/ADM)</p> <p>b. Items <u>not</u> bearing an OEO number: <u>Temporary.</u> COF end FY. Retire to FRC for destruction after 25 years.</p>		DISPOSAL APPROVED
(1406.2) 11.	<p><u>News Media Release Files.</u> Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, and public appearances.</p>		

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	Disposition: Destroy after 15 years. COF end FY. Retire to FRC 2 years after COF.		DISPOSAL APPROVED
(1406.3) 12.	<u>Feature Story Release Files.</u> Documents relating to assistance provided to non-OEO writers in the development of feature stories concerning agency or grantee activities. Included are outlines prepared by OEO, advice on proposed stories, any Agency reviews for accuracy and acceptability, clearance for access to OEO files for research purposes, and related papers. Disposition: Destroy after 15 years. COF end of FY in which case is closed. Retain in CFA 2 years.		DISPOSAL APPROVED
(1406.4) 13.	<u>Copyrights Case Files.</u> Individual case files documenting request for the receipt of permission to use copyrighted materials in OEO publications or presentations. Disposition: <u>Temporary.</u> Destroy after 25 years. COF end FY, retire to FRC 2 years after COF.		DISPOSAL APPROVED
(1407.1) 14.	<u>Invitations Files.</u> Invitations for speeches or public appearances, declines, acceptances, and related papers. Disposition: <u>Temporary.</u> COF end of FY. Destroy after 3 years.		DISPOSAL APPROVED
(1407.2) 15.	<u>Public Appearance Schedule Files.</u> Reports and scheduling lists re speaking engagements, briefings, TV-radio appearances, and related information. Disposition: COF end FY. Destroy after 3 years.		DISPOSAL APPROVED
(1407.3) 16.	<u>Speaker Availability Files.</u> Listings of available speakers for the various program areas, for OEO in general, in regional offices, and specialty needs such as technical program areas, foreign language knowledge. Disposition: Temporary. Destroy after 3 years. Retain in CFA.		DISPOSAL APPROVED
(1407.4) 17.	<u>Speech Resources Files.</u> Files consisting of research materials for preparation of speeches, statements, or briefings on agency program accomplishments and activities, as well as copies of speeches arranged by general areas related to Agency mission.		

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	Disposition: a. Record Set of Speeches by Director and Deputy Director: Retire ^{and retain} as part of PA Production Record Set, item 3. b. Research and related materials: Destroy after 3 years.	Dg 6/1/73	DISPOSAL NOT APPROVED <u>DISPOSAL APPROVED</u>
(1407.5) 18.	<u>Public Appearance Biographical Files.</u> Photographs and current biographies on Agency speakers, senior officials, and other employees active in briefings, appearances or of other public interest. Disposition: <u>Temporary.</u> Destroy after 3 years.		<u>DISPOSAL APPROVED</u>
(1407.6) 19.	<u>Public Affairs Photographic Files.</u> Photographic files (other than glossy prints of speakers) re agency activities, human-interest material, and comparable photographs of national or local interest. a) Record set selected by NNV, Permanent. Dg 6/1/73 Disposition: 1. Off to National Archives b) Destroy after 15 years. remainder Dg 6/1/73		DISPOSAL NOT APPROVED <u>DISPOSAL APPROVED</u>
(1407.7) 20.	<u>Public Affairs Conventions and Exhibits Files.</u> Records documenting the production and execution of OEO graphic presentations or displays at conferences, conventions, and other gatherings or special showings. Includes correspondence, drawings, planning documents, photographs of completed exhibits, and related materials. Disposition: Arrange chronologically according to individual events. ① Transfer significant artwork to PA Production Record Set, item 3. ② Destroy remaining files after 3 years. Dg 6/1/73		DISPOSAL NOT APPROVED <u>DISPOSAL APPROVED</u>
(1408) 21.	<u>Communications Media Description Files.</u> Records consisting of various filmed or taped communications used in carrying out the distribution of OEO information to the public. May include films of OEO activities, feature films concerning OEO-funded projects, tapes and other media such as radio-tv transcripts and promotional materials. a) Record set selected by NNV, Permanent. Dg 6/1/73 Disposition: 1. Off to National Archives b) Destroy after 15 years. remainder Dg 6/1/73		DISPOSAL NOT APPROVED <u>DISPOSAL APPROVED</u>
(1408.1) 22.	<u>OEO Film Files.</u> Various motion picture films (copies and reprints) procured by OEO through contract with producers.		<u>DISPOSAL APPROVED</u>

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(1408.2) 23.	<p>a) Files selected by NNV. Permanent, <i>Dg 6/1/73</i> Disposition: _____ _____ Retire rejected material to FRG for a retention period of 15 years. (This has been done as of April 1973 - J.B.C.)</p> <p>a) Files selected by NNV. Permanent, <i>Dg 6/1/73</i> OEO Television-Radio Files, _____ _____ _____ Retire to FRG _____ hold for 15 years.) <i>remainder Dg 6/1/73</i></p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>