

## Request for Records Disposition Authority

Records Schedule Number      DAA-GRS-2016-0005  
Schedule Status                Approved  
  
Agency or Establishment      General Records Schedules (National Archives and Records Administration)  
Record Group / Scheduling Group    General Records Schedules  
Records Schedule applies to    Government-wide  
Schedule Subject                GRS 6.4: Public Affairs Records  
Internal agency concurrences will be provided      No

Background Information      This schedule covers records about public affairs functions within Federal agencies. Public affairs involves communications and information exchanges between the Federal Government, citizens, and stakeholders in direct support of citizen services, public policy, and national interest.

Agencies must schedule records that this GRS does not include. This GRS does not include many public affairs-related records because they either typically are permanent or are not temporary in every case. See the Public Affairs Records Scheduling Guidelines for additional information on how agencies might schedule records this GRS does not include.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

### GAO Approval

## Outline of Records Schedule Items for DAA-GRS-2016-0005

Sequence Number	
1	Public affairs-related routine operational records. Disposition Authority Number: DAA-GRS-2016-0005-0001
2	Public correspondence and communications not requiring formal action. Disposition Authority Number: DAA-GRS-2016-0005-0002
3	Public affairs product production files. Disposition Authority Number: DAA-GRS-2016-0005-0003
4	Routine media relations records. Disposition Authority Number: DAA-GRS-2016-0005-0004
5	Routine audiovisual records. Disposition Authority Number: DAA-GRS-2016-0005-0006

Records Schedule Items

Sequence Number					
1	<p><b>Public affairs-related routine operational records.</b></p> <p>Disposition Authority Number      <b>DAA-GRS-2016-0005-0001</b></p> <p><b>Records related to the routine, day-to-day administration of public affairs activities, including but not limited to: logistics and planning for routine conferences and events; correspondence and records related to speakers and speaking engagements, including biographies; case files and databases related to public comments (related to public affairs activities only).</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 6.4, item 010</td> <td></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Destroy when 3 years old, or no longer needed, whichever is later.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>	Manual Citation	Manual Title	GRS 6.4, item 010	
Manual Citation	Manual Title				
GRS 6.4, item 010					
2	<p><b>Public correspondence and communications not requiring formal action.</b></p> <p>Disposition Authority Number      <b>DAA-GRS-2016-0005-0002</b></p> <p><b>Records related to correspondence and communications, including comments, to and from the public that require no formal response or action. Includes: • comments the agency receives but does not act upon or that do not require a response, such as: write-in campaigns, personal opinions on current events or personal experiences, routine complaints or commendations, anonymous communications, suggestion box comments, public correspondence addressed to another entity and copied to the agency or that the agency receives in error,</b></p>				

comments posted by the public on an agency website that do not require response or that the agency does not collect for further use • communications from the public that the agency responds to but takes no formal action on • agency postings on social media accounts and email blasts that consist of information released or captured elsewhere, provided the agency also captures the posting  
 Note 1: For requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research, use GRS 4.2, item 010. Note 2: The agency must schedule any correspondence or communications with the public not described in this GRS, which includes that of high-level officials. Exclusion 1: Correspondence relating to a specific case or action is not considered public correspondence and should be filed and maintained with the appropriate case or action file. Exclusion 2: Public comments that the agency takes action on or uses to take action are not covered by this GRS.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 6.4, item 020	

GRS or Superseded Authority Citation GRS 14, dated 1952, item 5 – in part

Disposition Instruction

Retention Period Destroy when 90 days old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Public affairs product production files.

Disposition Authority Number DAA-GRS-2016-0005-0003

Records related to developing speeches, publications, educational materials, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to: • news clippings • marketing research • copies of records used for reference in preparing products • research notes • printers galleys • drafts and working copies (see Exclusion 3) • preparatory

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or preliminary artwork or graphics • bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4) • clearances related to release of products (see Exclusion 5 and 6) Note: Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during intermediate stages of publication that may be found in older project files are temporary under this item. Exclusion 1: Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. The agency must schedule these records on an agency-specific schedule. Exclusion 2: This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule. Exclusion 3: This item does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations. Exclusion 4: This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications. Exclusion 5: Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule. Exclusion 6: This item does not cover clearances for release of information related to declassification review.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Manual Citation	Manual Title
GRS 6.4, item 030	

GRS or Superseded Authority Citation	GRS 14, item 4 (disposition authority unknown) GRS 14, item 6 (disposition authority unknown) N1-GRS-88-005 / 1 N1-GRS-98-002 / 35 N1-GRS-81-009 / II/3 N1-GRS-98-002 / 36 N1-GRS-81-009 / IV/3
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N1-GRS-81-009 / V/3

**Disposition Instruction**

Retention Period **Destroy when no longer needed for business use.**

**Additional Information**

GAO Approval **Not Required**

**Routine media relations records.**

Disposition Authority Number **DAA-GRS-2016-0005-0004**

**Records of interactions with the press or media that contain duplicate, minimal, or limited information, such as: • requests and responses for interviews • requests and responses for information or assistance for media stories • daily or spot news recordings or videos available to local radio and TV stations • notices or announcements of media events • public service announcements • copies or articles created by the agency for publication in news media Exclusion: Transcripts of press conferences or press briefings, briefing books, and press releases are not covered by this item and must be scheduled by the agency on an agency-specific schedule.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 6.4, item 040	

GRS or Superseded Authority Citation **N1-GRS-98-002 / 42**

**Disposition Instruction**

Retention Period **Destroy when no longer needed for business use.**

**Additional Information**

GAO Approval **Not Required**

**Routine audiovisual records.**

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Disposition Authority Number **DAA-GRS-2016-0005-0006**

Photographs or audiovisual recordings of routine award ceremonies, retirement ceremonies, social events, and activities not related to the mission of the agency. Also included are production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. Note: Any instances of the now-obsolete form, viewgraphs, found in older audiovisual files are also temporary under this item.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 6.4, item 060	

GRS or Superseded Authority Citation **N1-GRS-98-002 / 32  
N1-GRS-98-002 / 34  
N1-GRS-98-002 / 41  
N1-GRS-81-009 / VI/1**

**Disposition Instruction**

Retention Period **Destroy when 2 years old but longer retention is authorized if required for business use.**

**Additional Information**

GAO Approval **Not Required**

### 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

### Signatory Information

Date	Action	By	Title	Organization
01/28/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/23/2016	Return for Revision	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
08/19/2016	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
08/30/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist



**GRS 6.4 Public Affairs Records  
Crosswalk**

New GRS				Old GRS			
GRS No.	Item No.	Retention	ERA Number/ Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
6.4	010	3 years	DAA-GRS-2016-0005-0001	New Item			
6.4	020	90 days	DAA-GRS-2016-0005-0002	14	5 (in part)	3 months	GRS 14, 1952, item 5
6.4	030	No longer needed	DAA-GRS-2016-0005-0003	14	4	1 year	Unknown
				14	6	Superseded or obsolete	Unknown
				17	1	No longer needed	N1-GRS-88-5, item 1
				21	6	No longer needed	N1-GRS-98-2, item 35
				21	7	No longer needed	N1-GRS-81-9, item II-3
				21	8	No longer needed	N1-GRS-98-2, item 36
				21	16	Immediately	N1-GRS-81-9, item IV-3
				21	24	Immediately	N1-GRS-81-9, item V-3
6.4	040	No longer needed	DAA-GRS-2016-0005-0004	21	26	6 months	N1-GRS-98-2, item 42
6.4	050	2 years	DAA-GRS-2016-0005-0006	21	1	1 year	N1-GRS-98-2, item 32
				21	5	1 year	N1-GRS-98-2, item 34
				21	20	2 years	N1-GRS-98-2, item 41
				21	28	With related records	N1-GRS-81-9, item VI-1

## GENERAL RECORDS SCHEDULE 6.4: Public Affairs Records

This schedule covers records about public affairs functions within Federal agencies. Public affairs involves communications and information exchanges between the Federal Government, citizens, and stakeholders in direct support of citizen services, public policy, and national interest.

Agencies must schedule records that this GRS does not include. This GRS does not include many public affairs-related records because they either typically are permanent or are not temporary in every case. See the Public Affairs Records Scheduling Guidelines for additional information on how agencies might schedule records this GRS does not include.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Public affairs-related routine operational records.</b> Records related to the routine, day-to-day administration of public affairs activities, including but not limited to:</p> <ul style="list-style-type: none"> <li>• logistics, planning, and correspondence records for routine conferences and events</li> <li>• correspondence and records on speakers and speaking engagements, including biographies</li> <li>• case files and databases of public comments (related to public affairs activities only)</li> </ul>	<p><b>Temporary.</b> Destroy when 3 years old, or no longer needed, whichever is later.</p>	<p>DAA-GRS-2016-0005-0001</p>
020	<p><b>Public correspondence and communications not requiring formal action.</b> Records related to correspondence and communications, including comments, to and from the public that require no formal response or action. Includes:</p> <ul style="list-style-type: none"> <li>• comments the agency receives but does not act upon or that do not require a response, such as:               <ul style="list-style-type: none"> <li>○ write-in campaigns</li> <li>○ personal opinions on current events or personal experiences</li> <li>○ routine complaints or commendations</li> <li>○ anonymous communications</li> <li>○ suggestion box comments</li> <li>○ public correspondence addressed to another entity and copied to the agency or that the agency receives in error</li> <li>○ comments posted by the public on an agency website that do not require response or that the agency does not collect for further use</li> </ul> </li> <li>• communications from the public that the agency responds to but takes no formal action on</li> <li>• agency postings on social media accounts and email blasts that consist of information released or captured elsewhere, provided the agency also captures the posting</li> </ul> <p><b>Note 1:</b> For requests for information, publications, photographs, and other information involving no</p>	<p><b>Temporary.</b> Destroy when 90 days old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0005-0002</p>

Item	Records Description	Disposition Instruction	Disposition Authority
	<p>administrative action, policy decision, or special compilations or research, use GRS 4.2, item 010.</p> <p><b>Note 2:</b> The agency must schedule any correspondence or communications with the public not described in this GRS, which includes that of high-level officials.</p> <p><b>Exclusion 1:</b> Correspondence relating to a specific case or action is not considered public correspondence and should be filed and maintained with the appropriate case or action file.</p> <p><b>Exclusion 2:</b> Public comments that the agency takes action on or uses to take action are not covered by this GRS.</p>		
030	<p><b>Public affairs product production files.</b> Records related to developing speeches, publications, educational materials, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to:</p> <ul style="list-style-type: none"> <li>• news clippings</li> <li>• marketing research</li> <li>• copies of records used for reference in preparing products</li> <li>• research notes</li> <li>• printers galleys</li> <li>• drafts and working copies (see Exclusion 3)</li> <li>• preparatory or preliminary artwork or graphics</li> <li>• bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4)</li> <li>• clearances related to release of products (see Exclusion 5 and 6)</li> </ul> <p><b>Note:</b> Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during intermediate stages of publication that may be found in older project files are temporary under this item.</p> <p><b>Exclusion 1:</b> Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. The agency must schedule these records on an agency-specific schedule.</p>	<p><b>Temporary. Destroy when no longer needed for business use.</b></p>	<p>DAA-GRS-2016-0005-0003</p>

Item	Records Description	Disposition Instruction	Disposition Authority
	<p><b>Exclusion 2:</b> This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule.</p> <p><b>Exclusion 3:</b> This item does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations.</p> <p><b>Exclusion 4:</b> This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.</p> <p><b>Exclusion 5:</b> Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule.</p> <p><b>Exclusion 6:</b> This item does not cover clearances for release of information related to declassification review.</p>		
040	<p><b>Routine media relations records.</b> Records of interactions with the press or media that contain duplicate, minimal, or limited information, such as:</p> <ul style="list-style-type: none"> <li>• requests and responses for interviews</li> <li>• requests and responses for information or assistance for media stories</li> <li>• daily or spot news recordings or videos available to local radio and TV stations</li> <li>• notices or announcements of media events</li> <li>• public service announcements</li> <li>• copies or articles created by the agency for publication in news media</li> </ul> <p><b>Exclusion:</b> Transcripts of press conferences or press briefings, briefing books, and press releases are not covered by this item and must be scheduled by the agency on an agency-specific schedule.</p>	<b>Temporary. Destroy when no longer needed for business use.</b>	DAA-GRS-2016-0005-0004
050	<p><b>Routine audiovisual records.</b> Photographs or audiovisual recordings of routine award ceremonies, retirement ceremonies, social events, and activities not related to the mission of the agency. Also included are production files or</p>	<b>Temporary. Destroy when 2 years old but longer retention is</b>	DAA-GRS-2016-0005-0006

GRS 6.4, Public Affairs Records, page 4

Item	Records Description	Disposition Instruction	Disposition Authority
	<p>similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.</p> <p><b>Note:</b> Any instances of the now-obsolete form, viewgraphs, found in older audiovisual files are also temporary under this item.</p>	<p>authorized if required for business use.</p>	