



1. **POSTERS.** Consisting of printed and illustrated announcements produced in support of Agency activities for display in Agency and public facilities. Note: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.

- a. Posters relating to Agency officials, facilities, operations, achievements, historical commemorations, program oriented campaigns (such as consumer product recall alert notices under "Recall Round-up") and other mission-related subjects.

**PERMANENT.** Transfer two copies of each finished poster in original form upon publication to the National Archives and Records Administration/Special Media Archives Services Division – Still Pictures.

- b. Posters relating to routine events and subjects common to most agencies, such as savings bond campaigns, CFC Campaigns, blood drives, and in house programs.

**TEMPORARY.** Destroy when two years old. Earlier disposal is authorized if records are no longer needed for agency business.

- c. Poster production materials, including negatives, routine artwork, layouts, and other preparatory graphic material.

**TEMPORARY.** Destroy when two years old. Earlier disposal is authorized if records are no longer needed for agency business.