

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0005

Status: APPROVED
Date Approved: 09/06/2016
Last Modified: 11/01/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	GRS 6.4: Public Affairs Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>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.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p> <p>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.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 5

Number of Temporary disposition items: 5

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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

Item #	Title	Disposition
0001	Public affairs-related routine operational records.	Temporary
0002	Public correspondence and communications not requiring formal action.	Temporary
0003	Public affairs product production files.	Temporary
0004	Routine media relations records.	Temporary
0006	Routine audiovisual records.	Temporary

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Records Schedule Items

DAA-GRS-2016-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Public affairs-related routine operational records.	
Item Description	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).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 6.4, item 010	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old, or no longer needed, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2016-0005-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Public correspondence and communications not requiring formal action.	
Item Description	Records related to correspondence and communications, including comments, to and from the public that require no formal response or action. Includes:	

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- 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, 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.

Is this item media neutral?

Yes

Is this item a Big Bucket?

MANUAL CITATION

Agency Code

GRS 6.4, item 020

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?

Yes

Superseded Items

Superseded Item

Item Superseded in Part?

Explanation

GRS 14, dated 1952, item 5 “ in part

Yes

GRS 14, dated 1952, item 5 “ in part

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 90 days old, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2016-0005-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Public affairs product production files.	
Item Description	<p>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">• 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 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) <p>Note 1: Agencies must offer any cartographic and aerial photographic records created before January 1, 1950, to the National Archives and Records Administration (NARA) before applying this disposition authority.</p> <p>Note 2: 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>	

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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.

Is this item media neutral?	Yes
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Is this item a Big Bucket?	
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MANUAL CITATION

Agency Code	GRS 6.4, item 030
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes
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Superseded Items

Superseded Item	Item Superseded in Part?	Explanation
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GRS 14, item 4 (disposition authority unknown)	No
GRS 14, item 6 (disposition authority unknown)	No
N1-GRS-81-009 / II/3	No
N1-GRS-81-009 / IV/3	No
N1-GRS-81-009 / V/3	No
N1-GRS-88-005 / 1	No
N1-GRS-98-002 / 35	No
N1-GRS-98-002 / 36	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when no longer needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2016-0005-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Routine media relations records.	
Item Description	<p>Records of interactions with the press or media that contain duplicate, minimal, or limited information, such as:</p> <ul style="list-style-type: none">• 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 <p>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.</p>	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 6.4, item 040	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-98-002 / 42	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when no longer needed for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2016-0005-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Routine audiovisual records.	
Item Description	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.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 6.4, item 050	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-GRS-81-009 / VI/1	No
N1-GRS-98-002 / 32	No
N1-GRS-98-002 / 34	No
N1-GRS-98-002 / 41	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 2 years old but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	09/06/2016