

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-576-11-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/8/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All records remain active except items PAO 3b and PAO 4b

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item PAO 3b

Item PAO 4b

Superseded by DAA-GRS-2016-0005-0001

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NARA) Washington, DC 20408		Job Number <b>N1-576-11-4</b>	
1. From: (Agency or establishment) <b>Office of the Director of National Intelligence</b>		Date Received <b>11/16/10</b>	
2. Major Subdivision <b>Public Affairs Office</b>		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subdivision			
4. Name of Person with whom to confer <b>John F. Hackett</b>	5. Telephone (include area code) <b>703-275-2215</b>	Date <b>8 Feb 2013</b>	Archivist of the United States <i>[Signature]</i>
<b>6. Agency Certification</b> 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 on the attached <u>6</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>[Signature]</i>		Title <b>Director of Information Management</b>	
		Date (mm/dd/yyyy) <b>11/15/2010</b>	
7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1.	Records of the Public Affairs Office. See attached 6 pages.		

**Office of the Director of National Intelligence  
PUBLIC AFFAIRS OFFICE**

**Records Control Schedule**

**Mission Description**

The Office of the Director of National Intelligence (ODNI) Public Affairs Office (PAO) serves as the principal ODNI organization for internal and external strategic communications, excluding communications with Congress. The PAO develops communications strategies to help disseminate key messages to four principal audiences: the internal workforce, members of the media, interested external stakeholders, and the general public. PAO acts as the gateway for individual, public, and media requests; manages content for the principal ODNI public website and disseminates information to target audiences to facilitate understanding of the ODNI's mission, goals, and strategies.

**Application of the Records Control Schedule Disposition Instructions**

The disposition instructions in the records control schedule are mandatory. Any Federal records received or created by PAO personnel or contractors not specifically covered by this schedule or the General Records Schedules are to be retained until such time as an applicable disposition authority approved by the National Archives and Records Administration (NARA) is obtained. To take into account the fluid nature of electronic filing, those responsible for implementing this schedule should be aware that record copies of record types described in this schedule are to receive the prescribed disposition wherever they are filed.

The Information Management Technical Officer with responsibility for the records of PAO will support effective implementation of the disposition requirements of this schedule through the development and issuance of appropriate operational guidance and supplementary instructions necessary to assure adequate and proper documentation of the official mission, responsibilities, and actions of the component.

**Note on Sensitivity of PAO Records**

The records addressed in this schedule are unclassified and classified as national security information in accordance with statutory and national policy directives. Records series described in this schedule may contain information classified to the highest levels, requiring planning for their continued security until they are declassified or destroyed. In addition, certain series may contain material covered by Privacy Act or Freedom of Information Act restrictions other than National Security, such as law enforcement information or commercially sensitive ("trade secrets") information. An effort has been made to note these series.

**Note on Vital Records**

Although no vital records are currently identified in this schedule, records management personnel should be alert to the need to identify such records so that they can be accessed quickly when needed. Vital records are (1) those that specify how the ODNI will operate in case of an emergency or disaster, (2) those necessary to the ODNI's continued mission critical operations during and after an emergency, and (3) those that must be preserved to protect the legal and financial rights and interests of the ODNI and of persons affected by the ODNI.

**Note on Electronic Records**

The PAO and staff maintain record copies of many official files in electronic form on both shared and individual network drives. In addition, some staff members may keep some files on their individual local drives, although this is discouraged. Records kept on both the network and local individual drives that are not disposable under the General Records Schedules (GRS) are to be moved or copied to the network shared drives or systems or kept in paper files, as appropriate, to be retained or destroyed in accordance with an approved ODNI disposition authority.

## Records Descriptions and Disposition Instructions

### Public Affairs Office

Item	Title & Description	Disposition
PAO 1	<b>Public Affairs Policies and Strategic Plans.</b> ODNI Public Affairs Instructions and Guidelines as well as Public Affairs Strategic Communications Plans and Initiatives relating to internal ODNI and IC-wide matters. Drafts and background material for these records fall under item PAO 6.	<p><b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
PAO 2	<b>Media Relations and Communications.</b>	
PAO 2a	<b>Media Queries, Responses, and Releases.</b> Record copies of answers to media questions, ODNI press releases, media advisories, statements, and speeches released to media. Includes audio, video, and other digital electronic files and related transcripts resulting from media interviews, media backgrounders, events and conferences with the DNI and ODNI senior leadership. Background materials for these records fall under item PAO 6.	<p><b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.</p> <p>Electronic Records: Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
<del>PAO 2b</del>	<del><b>Media Requests File.</b> A collection of notes, previously kept as a log, documenting media inquiries and contacts, records of phone calls, requests for interviews, backgrounders, and off-the-record encounters.</del>	<p><del><b>Temporary.</b> Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.</del></p> <p><del>GRS 23 item 8</del></p>
PAO 2c	<b>Press Releases, Statements, and Media Advisories released through GovDelivery and other distribution systems.</b> Copies of released information in all media.	<p><b>Temporary.</b> Screen annually and maintain in current file areas until no longer needed for business purposes, then destroy.</p>

PAO 2d	<p><b>News Clips and Alerts.</b> The daily news clips on ODNI-interest topics electronically distributed to ODNI personnel, Monday-Friday, and news alerts distributed to ODNI personnel on a case-by-case basis with attached articles, interviews, and profiles related to ODNI and IC issues and events.</p>	<p><b>Temporary.</b> Screen annually and maintain in current file areas until no longer needed for business purposes, then destroy.</p>
PAO 3	<p><b>Outreach Records.</b> ODNI communications with and management of relationships with internal and external stakeholder groups.</p>	<p><b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file is 30 years old.</p>
PAO3a	<p><b>Senior Leadership Outreach Files.</b> Records document relations and communications with academic institutions, public policy organizations, and other constituencies regarding explanation and interpretation of ODNI policies and programs. Includes as prepared and (to the extent possible) as delivered versions of speeches, briefings, reports, memoranda, and recommendations. Officials include the Director of National Intelligence, the Principal Deputy Director of National Intelligence, and the Deputy DNI for Intelligence Integration and predecessor and successor positions. May also include other Presidential appointees. This series may also include queries from and responses to the general public.</p>	<p><b>Electronic Records:</b> Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.</p>
PAO 3b	<p><b>Senior Leadership Invitations.</b> Requests to and responses from the ODNI senior leadership regarding attendance and speaking engagements at conferences and other events.</p>	<p><b>Temporary.</b> Screen annually and maintain in current file areas until no longer needed for business purposes, then destroy.</p>
PAO3c	<p><b>PAO Pre-Publication Files.</b> A log or list of materials reviewed as part of the ODNI pre-publication process as it relates to PAO's responsibility for fostering consistent policy.</p>	<p><b>Temporary.</b> Screen annually and maintain in current file areas until no longer needed for business purposes, then destroy.</p>
PAO 4	<p><b>Internal Communications</b></p>	<p><b>Permanent.</b> Paper Records: Retain paper records in current files until no longer needed, and then transfer to ODNI storage area. If filed with final version of document to which they relate, transfer in accordance with transfer instructions for final document. If filed separately, transfer to NARA in five year blocks when most recent file in block is 30 years old.</p>
PAO 4a	<p><b>PAO Communications.</b> Official record copies of PAO communications to the Intelligence Community and the ODNI workforce. These include the ODNI newsletter and similar publications issued weekly, quarterly, or for other periods, and distributed electronically to the ODNI and the Intelligence Community. May include photographic and video coverage of major ODNI events.</p>	<p><b>Electronic Records:</b> Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and</p>

<b>PAO6b</b>	<b>PAO IC Public Affairs Communications:</b> Routine PAO Internal Communications and communications IC Public Affairs Offices related to cross-community programs, initiatives, and media issues. This item also includes agendas and related documentation distributed for the weekly IC Public Affairs conference calls and newsletters and other internal ODNI communications to the workforce, such as surveys and feedback, which PAO distributes on behalf of other offices. May include photography of informal ODNI events and activities.	continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.  <b>Temporary.</b> Destroy when no longer needed or when superseded.
<b>PAO6</b> <b>PAO 5a</b> <b>PAO 5a1</b>	<b>Working Papers.</b>  <b>Substantive Working Papers.</b>  Drafts and other work papers that were coordinated outside the unit of origin and contain information that adds to a proper understanding of the formation and development of final products that embody significant policies, decisions, or actions. Such products have Community-wide reach, public visibility, initiate change, or set precedent.	<b>Permanent.</b> Paper Records: If possible, file working papers with the final version of the document to which they relate. Or, retain in current files until no longer needed, then transfer to ODNI storage area. Transfer to NARA in five year blocks when most recent file in block is 30 years old.  Electronic records: If possible, file working papers in appropriate recordkeeping systems with the final version of the document to which they relate. Or, maintain in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.
<b>PAO 5a2</b>	Drafts and associated materials related to final decisions, actions, products, or policies of transitory or routine significance.	<b>Temporary.</b> Delete or destroy when 3 years old or when no longer needed, whichever is later.
<b>PAO 5b</b>	<b>Non-Substantive Working Papers.</b> Collected and created materials not coordinated and/or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These drafts and working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion.	<b>Temporary.</b> Screen annually and maintain in current files until no longer needed for business purposes, then delete or destroy.

	reference or consultation, and associated transmittals, notes, reference and background materials.	
<b>PAO6</b>	<b>PAO and ODNI Websites with PAO Contributions.</b> ODNI websites noted here provide reference materials and distribute information which is more completely captured in substantive subject files that normally provide more content, background, and context.	<b>Temporary.</b> Destroy when no longer needed or when superseded.
<b>PAO 7</b>	<del><b>Calendars.</b> Databases or hard copy appointment books, wherever kept, containing the schedule and activities of the PAO, 2005 to present.</del>	<del><b>Temporary.</b> Delete or destroy when 2 years old in accordance with GRS 23, Item 5a</del>
<b>PAO 8</b>	<b>PAO Reference Files.</b> Copies of memoranda, reports, budgets, publications, and other agency records maintained for convenience of reference.	<b>Temporary.</b> Destroy when no longer needed or when superseded.