

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-563-07-17</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>9-10-2007</i>	
2 MAJOR SUB DIVISION Office of Public Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>7/27/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 on the attached <u>3</u> page(s) are not needed now 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 the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 8/30/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: Office of Public Affairs Program Records		

SA 7/23/08 copies sent to Agency, NWMD, NUME, NUNMU, NWCS, NWCT-2/P

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Public Affairs, Office of

The Office of Public Affairs (OPA) is responsible for developing a working relationship with reporters and other media representatives, maintaining a community relations program, keeping contact with other government agencies and keeping internal personnel and the public informed on issues that may affect them. They are expected to coordinate with the appropriate agencies prior to contacting and releasing information to the media on conditions that might result in favorable or unfavorable public reaction, including releases and public statements involving local, regional and national news.

Public Affairs officers are responsible for preparing information relative to the Department of Homeland Security (DHS) through news releases, special activities, photographs, radio and television, and other informational material. They also may prepare or reviews materials such as speeches, news articles, and radio and television shows for security policy review and determination for appropriate topics.

Additionally, they produce internal newsletters, approval and dissemination of global mail messages and maintain the DHS Intranet and the public DHS Internet sites.

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1 Biographies

Biographical information of senior level staff documenting their accomplishments and professional history.

Disposition:

a. Executive Level (Secretary, Deputy Secretary, Chief of Staff)
PERMANENT. Cutoff at the end of the calendar year when superseded or obsolete. Transfer to the National Archives 1 year after cutoff.

b. Non-Executive Level
TEMPORARY. Cutoff at the end of the calendar year when superseded or obsolete. Destroy or delete upon cutoff or when no longer needed for administrative purposes

**U.S. Department of Homeland Security
Headquarters Records Schedules**

2 Communication Plan

A formal planning document consisting of written recommendations, guidance and strategies evidencing the Secretary's policies. Developed to craft strategies to enhance both the public's and DHS personnel's interpretation and understanding of DHS policy and are submitted to the OPA Assistant Secretary and Deputy Assistant Secretary for review and implementation. These records also serve as coordination points for stakeholders including DHS components and other Federal, state and local agencies in articulating the Secretary's position and message

Disposition:

PERMANENT. Cutoff at the end of the calendar year when superseded or obsolete. Transfer to the National Archives 10 years after cutoff

3 Multimedia Project Files

Agreements and support documentation (e.g., film and television requests, questionnaires, scripts, reports, and correspondence) for non-governmental, entertainment-oriented motion picture/video projects including, but not limited to, documentaries, books, web games, movies, television programs, and other types of medial related projects requesting the use of the DHS name, seal and insignia, and any other Departmental assistance in the production of a multimedia project.

Disposition:

- a. Approved requests
TEMPORARY. Cutoff at end of calendar year when project is complete. Destroy or delete 6 years from cutoff.
- b. Rejected requests
TEMPORARY. Destroy or delete 1 year from date of denial

**U.S. Department of Homeland Security
Headquarters Records Schedules**

4 Photographs

Mission-related photographs consisting of images, largely born-digital, and documenting press conferences, speeches, testimony, meetings, tours, swearing-in ceremonies, portrait sittings (excluding passport photos), and other historically significant activities involving the Secretary and other high-level officials, along with DHS-supported facilities, technologies, and programs. Also covered are any related finding aids and documentation necessary for the proper identification, retrieval, and use of the images

Routine photographs consist of images relating to employee award ceremonies, staff retirement or promotion ceremonies, social events, workshops, campaigns, and celebrations common to most federal agencies, passport and portrait sittings involving low-level DHS personnel.

Routine category also encompasses any mission-related images lacking adequate captioning, having technical or aesthetic deficiencies, or providing coverage in excess of what is required for adequate and proper documentation.

5 Press Conference Records

May include the Secretary's statements and remarks, audio recordings, transcripts, and any other press conference related record not scheduled elsewhere.

6 Press Conference Records - Background Material

Research and Background Materials, Working Papers and Drafts

Disposition:

a. Mission-related photographs
PERMANENT. Cut off records annually. Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g. 2006-2008 block transferred to NARA at the end of 2008), along with any related documentation and external finding aids in electronic form

b. Routine photographs
TEMPORARY. Cut off at the end of the calendar year in which created. Destroy or delete 1 year after the cutoff.

Disposition:

PERMANENT. Cut off at end of the calendar year in which the event occurs. Transfer to the National Archives in blocks of 5 years, 5 years after cutoff.

Disposition:

TEMPORARY. Cut off at end of the calendar year in which the record is created. Destroy or delete 6 months after cutoff.

**U.S. Department of Homeland Security
Headquarters Records Schedules**

7 Press Releases

Press releases related to DHS mission, programs, information or news. These records may include, but are not limited to, mission related program announcements, information on homeland security issues, DHS public meetings or events; and press conferences or interviews.

Disposition:

PERMANENT. Cut off at the end of the Secretary's term. Transfer to NARA 5 years after cutoff or when volume warrants, whichever is sooner.

8 Press Releases – Background Documentation

Records consist of background papers, talking points, briefings, news clippings, documents on program activities, reports on program and policy developments, news releases, fact sheets, and other records used in formulating news or press releases.

Disposition:

TEMPORARY. Cut off at end of the calendar year in which the record is created. Destroy or delete 6 months after cutoff.

9 Request to Use the DHS Seal

Consists of requests and responses to outside parties interested in using the DHS seal.

DHS Form 0030-01 DHS Official Seal Usage Approval

(This item does not include requests included as part of the Multimedia Project Files)

Disposition:

- a. Approved requests
TEMPORARY Destroy or delete 2 years from date of approval.
- b. Rejected requests
TEMPORARY Destroy or delete 1 year from date of denial.

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Headquarters Records Schedules**

Public Affairs, Office of

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1 Biographies

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Disposition:

a. Executive Level (Secretary, Deputy Secretary, Chief of Staff)
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TEMPORARY. Cutoff when superseded or obsolete.
Destroy or delete upon cutoff or when no longer needed for administrative purposes.

2 Fact Sheet

A presentation of data on any subject in a format emphasizing brevity, key points of interest or concern, a fairly minimalist design aesthetic, and a general desire to convey the most relevant information in the least amount of space.

Disposition:

TEMPORARY. Cut off closed files at end of calendar year. Destroy or delete 10 years from cutoff.

**U.S. Department of Homeland Security
Headquarters Records Schedules**

3 Joint Special Assessments

Written documentation regarding potential threats, warning, etc. that is included in Public Affairs Guidance (PAG) documents distributed to all federal agencies.

Disposition:

TEMPORARY. Cut off closed files at end of calendar year. Destroy or delete 10 years from cutoff.

4 Management Reports

Intelligence-related activity reports submitted to OPA Assistant Secretary and Deputy Assistant Secretary

Disposition:

TEMPORARY. Cut off closed files at end of calendar year. Destroy or delete 10 years from cutoff.

5 Multimedia Project Files

Agreements and support documentation (e.g., film and television requests, questionnaires, scripts, reports, and correspondence) for non-governmental, entertainment-oriented motion picture/video projects including, but not limited to, documentaries, books, web games, movies, television programs, and other types of media related projects requesting the use of the DHS name, seal and insignia, and any other Departmental assistance in the production of a multimedia project.

Disposition:

a. Approved requests
TEMPORARY. Cutoff at completion of project. Destroy or delete 6 years from cutoff.

b. Rejected requests
TEMPORARY. Destroy or delete 1 year from date of denial.

6 Newsletter

A regularly distributed publication to provide information of interest to employees or the public. General attributes of newsletters include news and upcoming events, as well as contact information for general inquiries.

Disposition:

TEMPORARY. Destroy or delete 1 year from date of publication.

7 Press Conference Records

c. Audio Recordings
Recorded only if DHS Secretary's press conference held in Washington, D.C.

Disposition:

TEMPORARY. Cut off when audio recording has been transcribed, the transcription verified, released to the press and posted on the DHS internet website. Destroy audio recording 3 months after cutoff.

**U.S. Department of Homeland Security
Headquarters Records Schedules**

8 Public Affairs Guidance (PAG)

An intelligence product that provides guidance to Federal officials on how to respond to the press with regard to potential terrorist threat or warning that has been documented in a Joint Special Assessment. Approved by either the Secretary or Head of Intelligence, PAGs are distributed across Federal departments and agencies, state and homeland security advisors, security managers, state and local law enforcement, and information sharing and analysis centers.

Disposition:

TEMPORARY. Cut off closed files at end of calendar year. Destroy or delete 10 years from cutoff.

9 Request to Use the DHS Seal

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DHS Form 0030-01: DHS Official Seal Usage Approval

Disposition:

a. Approved requests
TEMPORARY. Destroy or delete 2 years from date of approval.

b. Rejected requests
TEMPORARY. Destroy or delete 1 year from date of denial.

10 Speeches

Original drafts of scripted, outlined (talking points), and opinion editorial (Op-Ed) speeches written for the Secretary.

Disposition:

a. Record Copy
PERMANENT: Cut off at end of the calendar year in which the speech is given. Transfer to the National Archives in blocks of 5 years, 20 years after cutoff.

b. Research and Background Materials, Working Papers and Drafts
TEMPORARY. Cut off at end of the calendar year in which the speech is given. Destroy or delete 6 months after cutoff.