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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>71-048-05-7</i> | |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date Received <i>1-26-2005</i> | |
| FROM: (Agency or establishment) Department of the Interior | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION Office of the Secretary | | 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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.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 Office of Communications | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich | 4. TELEPHONE NUMBER 202-208-3909 | DATE <i>1/26/05</i> | ARCHIVIST OF THE UNITED STATES <i>Ala L...</i> |
| 5. AGENCY INFORMATION 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>7</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 of 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 January 21, 2005 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i> | | TITLE Office of the Secretary 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 GRS OR SUPERSEDED JOB CITATION | 10.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. | 4007. Public Information Releases. This item replaces Category I, Item 1. | NCI-48-77-1 Category I, Item 1. | |
| 2. | This item (Category I, Item 2) is being deleted in its entirety. | NCI-48-77-1 Category I, Item 2. | |
| 3. | 4008. DOI Speeches Files. This item replaces Category I, Item 3. | NCI-48-77-1 Category I, Item 3. | |
| 4. | 4011. Newsmagazine: People, Land, and Water Files. This item is new. | N/A | |
| 5. | 4012. DOI Press Clippings Files. This item is new. See Attached List of Record Descriptions and Requested Disposition Authorities. | N/A | |
| <i>See Agency DR NUMD NUME NUMW</i> | | | |

SF 115 Supplementary Cover Sheet

Summary:

This action

A. Revises 2 existing Office of the Secretary records series:

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| “Public Information Releases Files” | replaces | “Public Information Releases” (NCI-48-77-1, Category I, item 1)DOI |
| “DOI Speeches Files” | replaces | “Speeches” (NCI-48-77-1, Category I, item 3) |

B. Deletes 1 existing Office of the Secretary records series item:

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| “Information Services Project Case Files” | (NCI-48-77-1, Category I, item 2) |
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C. Establishes 2 new Office of the Secretary records series:

Newsmagazine: *People, Land, and Water* Files.

DOI Press Clipping Files.

Reason for submission:

(1) This action provides for the disposition of records created by the Office of Communications. These series, along with the draft schedule for “Audio-Visual Recordings Files,” previously submitted to the National Archives and Records Administration on Form 115, and the draft schedule for the “Department of the Interior Internet Website Files, 4010, submitted simultaneously, complete the Office of the Secretary’s scheduling of program records received, created, and maintained by this portion of the Office of the Secretary.

(2) This action also *incorporates the new and revised series into the numbering pattern of the Office of the Secretary’s new records schedule*. See attachment.

4007. Public Information Releases Files. These files contain records issued by the Office of the Secretary to keep the public informed of the activities of the Department through the news media. They contain press and news releases, press conference transcripts, biographical sketches, guest editorials, letters to the editors and other similar materials, e.g., “Statement of Gale A. Norton, Secretary of the Interior, before the Senate Committee on Energy and Natural Resources on the 2005 President’s Budget Request, February 12, 2004.” They do not include the Spanish-language versions of the more significant of these documents, which are posted to the Department’s website at doi.gov, and are covered by item 4010 “Department of Interior” Internet Website Files. They also do not include press releases and other similar materials issued by the Department’s component bureaus and offices, which are covered by their respective bureau and office schedules.

4007.a Public Information Releases Record Copy Files. These files contain the record copy of press and news releases, press conference transcripts, biographical sketches, guest editorials, letters to the editors and other similar materials issued by the Office of the Secretary. These records are organized chronologically and maintained in binders by calendar year.

Disposition: PERMANENT. Cut off at end of final calendar year of each presidential administration, e.g., 2004. Transfer to the National Archives after cutoff.

4007.b Public Information Releases Drafts and Clearances Files. These files contain drafts of press and news releases, press conference transcripts, editorials, and letters to the editors issued by the Office of the Secretary, as well as backup materials collected in the course of preparing the releases, clearance records for final drafts of the releases, and other similar materials.

Retention: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

4007.c Public Information Electronic Releases. These files contain electronic copies of the more significant of the news and press releases and guest editorials, which are posted to the Department's website at doi.gov, along with a chronological list and electronic index to these documents.

Disposition: PERMANENT. Cut off at end of final calendar year of each presidential administration, e.g., 2004. Transfer to the National Archives after cutoff along with records covered by item 4007.a in accordance with 36 CFR 1228.270.

4007.d Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

4008. DOI Speeches Files. These files contain copies of speeches and “talking points” prepared for the Secretary of the Interior and other senior Departmental officials to present at official events. These speeches, e.g., “Remarks Prepared for Delivery by the Honorable Gale Norton, Secretary of the Interior, Grand Sand Dunes National Park Designation, September 13, 2004,” cover the full spectrum of the Department’s programs and activities. These files contain two versions of some speeches: a text as prepared for delivery, and a text as actually delivered, representing the precise words spoken by the Secretary on the official occasion. They do not include the Spanish-language versions of the more significant of these documents, which are posted to the Department’s website at doi.gov, and are covered by item 4010 “Department of Interior” Internet Website Files. They also do not include speeches and “talking points” prepared for delivery by officials of the Department’s component bureaus and offices, which are covered by their respective bureau and office schedules.

4008.a DOI Speeches Record Copy Files. These files contain the record copy of speeches and “talking points” prepared for the Secretary of the Interior and other senior Departmental officials to present at official events. In instances where the Secretary departed from the prepared text in delivering a speech, its “record copy” is represented by two different versions of the speech: its text as prepared for delivery, and its text as actually delivered. These records are organized chronologically and maintained in file folders by calendar year.

Disposition: PERMANENT. Cut off at end of final calendar year of each presidential administration. Transfer to the National Archives after cutoff.

4008.b DOI Speeches Drafts and Clearances Files. These files contain drafts of speeches and “talking points” prepared for the Secretary of the Interior and other senior Departmental officials to present at official events, as well as backup materials collected in the course of preparing the speeches, clearance records for final drafts of the speeches, and other similar materials.

Retention: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

4008.c DOI Speeches Electronic Releases. These files contain electronic copies of the more significant of the speeches delivered by the Secretary of the Interior and other senior Departmental officials at official events, as posted to the Department's website at doi.gov, along with a chronological list and electronic index to these documents.

Disposition: PERMANENT. Cut off at end of final calendar year of each presidential administration. Transfer to the National Archives after cutoff along with records covered by item 4008.a in accordance 36 CFR 1228.270.

4008.d Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

4011. Newsmagazine: *People Land and Water* Files. These files contain copies of the newsmagazine, *People, Land and Water*, published by the Office of the Secretary. Established in October of 1994 as the official employee newsmagazine of the Department of the Interior, *People, Land and Water* aims to share information across bureau lines in order to build on the work done by employees, recognize employees for outstanding work, convey policy decisions to employees and promote a better understanding of Interior's roles and responsibilities. Its news content is developed by the Department's component bureaus and offices and coordinated by the Office of Communications. It is printed in folio format on newsprint folded to 15 by 11 ¾ inches, and contains both text and illustrations, many of them in color. It is issued approximately 9 times a year, numbered by fiscal year in annual volumes and issues, and is distributed in bulk and through the U.S. Postal Service to employees nationwide.

4011.a.1 Newsmagazine: *People, Land and Water* Record Copy Files. These textual files contain the record copy of issues of the Departmental employee paper newsmagazine *People, Land and Water*.

Disposition: PERMANENT. Cut off at end of the fourth annual volume in each presidential administration. Transfer to the National Archives after cutoff.

4011.a.2 Electronic record copy, 2005 - . Electronic record copy of issues of the Departmental employee newsmagazine *People, Land and Water*.

Disposition: PERMANENT. Cut off at end of final calendar year of each presidential administration. Transfer to the National Archives after cutoff in accordance with 36 CFR 1228.270.

4011.b Newsmagazine: *People, Land and Water* Planning and Publication Files. These files contain working documents relating to the planning and publication of *People, Land, and Water*, including email discussions of proposed issue content, records relating to the assignment of articles selected for inclusion, drafts of articles written for publication, photographs and other illustrations selected (and rejected) for publication, records relating to layout, and other similar types of documentation supporting the creation of the newsmagazine. Typically, these files contain records relating to several issues of the publication in process at one time.

These files also contain records relating to the printing and distribution of the newsmagazine, including the names and addresses of individuals and organizations to whom the newsmagazine is mailed.

Retention: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

4011.c Newsmagazine: *People, Land and Water on the Web* Electronic Records. These files contain electronic copies of selected articles from the employee newsmagazine *People, Land and Water*, as posted to the Department's website at doi.gov/plw/special/.

Disposition: TEMPORARY. Delete information posted to the Department's website when obsolete or no longer needed.

4011.d Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.

4012. DOI Press Clippings Files. These files contain daily compilations of copies of news articles and editorials relating to activities of the Department and its policies and programs of interest to senior Departmental employees, extracted from local, national, and international news sources.

4012.a DOI Press Clippings Record Copy Files. These files contain the record copy of daily compilations of news articles and editorials relating to activities of the Department and its policies and programs, extracted from local, national, and international news sources, distributed to senior Departmental employees electronically, and archived, on an annual calendar year basis, to CD ROM format.

Disposition: PERMANENT. Cut off at end of final calendar year of each presidential administration. Transfer to the National Archives after cutoff in accordance with 36 CFR 1228.270.

4012.b DOI Press Clippings Paper Copy Files. These files contain extra copies, in paper format, of daily compilations of news articles and editorials relating to activities of the Department and its policies and programs, printed from the record copy described in 4012.a. A limited number of these paper copies are printed and distributed on a daily basis to high-level Departmental officials.

Retention: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when no longer needed for official business.

4012.c. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this schedule, and electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced, or when dissemination, revision or updating is completed, as appropriate.