

## INFORMATION (INF)

This category covers material relating to planned dissemination of information on Agency operations; liaison with news media; arrangement of speaking engagements, and clearance of speeches and articles for publication; and use of communication techniques in support of Agency programs.

Extra-copy files of publications, speeches, articles, press releases, etc., are not included in the file categories given in this section. Use bookshelf or other storage apart from regular files for storage of this type of material.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

**EXCEPT:** Procurement, printing, and reproduction of this material. See PRP.

**EXCEPT:** Audiovisual. See AV.

### 1. INFORMATION

General material too broad in scope to be filed under one of the more specific subjects below.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** (NC1-310-77-2, item 130a)

### 2. POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

**Disposition:** Temporary

**Recordkeeping Copies:** Retire to Federal Records Center (FRC) when 10 years old.  
Destroy when 20 years old.

**Disposition Authority:** (NC1-310-77-2, item 131a)

3. REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

**EXCEPT:** Final project reports which should be filed under INF 6 PROJECTS or Agency program reports which should be filed with specific program reports.

- a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

**Disposition:** Temporary

**Recordkeeping Copies:** Retire to FRC when 10 years old. Destroy when 20 years old.

**Disposition Authority:** (NC1-310-77-2, item 132a)

- b. Agency copy of above reports.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when superseded or obsolete.

**Disposition Authority:** (NC1-310-77-2, item 133a)

- c. All other copies.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** (NC1-310-77-2, item 134a)

- d. **Activity Reports**

Summaries of specific action or work performed by INF personnel.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority:** [GRS 23, item1]

4. COMMITTEES, MEETINGS

See [General Administration / Boards and Committees](#)

5. PUBLIC RELATIONS

- a. Material related to maintaining relations or improving the public image of the Agency.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** (NC1-310-77-2, item 139a)

- b. Inquiries

- (1) Requests for information, publications, and printed material from the general public and replies thereto, involving no administrative action, no policy decisions, and no special compliance or research for reply.

**EXCEPT:** Requests for information under: Privacy Act (see INF 8); Freedom of Information Act (see INF 9).

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 months old.

**Disposition Authority:** [GRS 14, item 1]

- (2). Precedent files of the above, used as reference in preparing replies to similar inquiries.

**EXCEPT:** Consumer Complaints. See PIV.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 5 years old.

**Disposition Authority:** (NC1-310-77-2, item 141a)

c. Visitors

Material relating to foreign and domestic visitors. Includes material relating to technical assistance, foreign training programs, and other visitors from and to foreign countries.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** (NC1-310-77-2, item 142a)

d. Press/Radio/Television

Use of these media in support of Agency programs. Includes press releases; radio and television scripts, prepared or issued; and clearance for same.

(1) Agency issuances.

**Disposition:** PERMANENT

**Recordkeeping Copies:** Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

**Disposition Authority:** (NC1-310-77-2, item 143a)

(2) Departmental issuances.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when superseded or obsolete.

**Disposition Authority:** (NC1-310-77-2, item 144a)

(3) Unapproved and unissued.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 5 years old.

**Disposition Authority:** (NC1-310-77-2, item 145a)

6. PUBLICATIONS

a. Development of publications by own organizational unit. Includes clearances and copy of final publication.

(1) Substantive publications describing the history, overall administration, and general policies of major Agency programs.

**Disposition:** PERMANENT

**Recordkeeping Copies:** Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**Disposition Authority:** (NC1-310-77-2, item 146a)

(2) All other publications, including those relating to routine operational procedures, brochures, public information handouts, and similar publications.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when superseded or obsolete or no later than 3 years old.

**Disposition Authority:** (NC1-310-77-2, item 146-1a)

b. Agency Newsletter

Publication of Agency program functions or accomplishments.

**Disposition:** PERMANENT

**Recordkeeping Copies:** Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**Disposition Authority:** (NC1-310-77-2, item 147a)

c. Program Newsletter

Publications of Agency functions or accomplishments.

**Disposition:** PERMANENT

**Recordkeeping Copies:** Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**Disposition Authority:** (NC1-310-77-2, item 148a)

7. PROJECTS

- a. General material on projects.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old.

**Disposition Authority:** (NC1-310-77-2, item 149a)

- b. Reference material.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when superseded or obsolete.

**Disposition Authority:** (NC1-310-77-2, item 150a)

- c. Case file records and related correspondence on approved projects or task forces.

Includes basic documentation and final report or other substantive material.  
Show title and date span of project, as: INF 6 PROJECT NO. 00 (name of project)  
FY 76.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy 5 years after completion of project.

**Disposition Authority:** (NC1-310-77-2, item 151a)

- d. Proposed projects.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 5 years old, if no further action is taken.

**Disposition Authority:** (NC1-310-77-2, item 153a)

- e. Work papers and draft reports of project.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy 3 years after completion of project and final report.

**Disposition Authority: (NC1-310-77-2, item 154a)**

## 8. SPEECHES

Developed and prepared by own organizational staff. Includes clearances and final copy.

- a. Speeches containing policy statements made by the Administrator, Associate Administrator, Deputy Administrator/Director, or Program/Division Director.

**Disposition:** PERMANENT

**Recordkeeping Copies:** Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**Disposition Authority: (NC1-310-77-2, item 155a)**

- b. Other speeches.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 2 years old.

**Disposition Authority: (NC1-310-77-2, item 156a)**