

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 14**

Informational Services Records

This schedule covers certain records pertaining to informational services performed by District agencies in their day-to-day affairs and in their relations with the public; including records created in administering the D.C. Freedom of Information Act (DCFOIA). Except as otherwise specified in individual items, it applies to copies of these records wherever located in an agency. Items two (2) and six (6) apply only to files maintained in the office responsible for the operation of the informational activities of the agency of subdivision thereof. Items nine (9) through thirteen (13) describe the files accumulated in carrying out the provisions of the DCFOIA.

These records consist of inquiries, replies, and related correspondence; and in the case of DCFOIA, reports, and appeal case files; and administrative background material for *formal informational releases*. Closely related records such as certain records relating to budget presentation, and printing, duplicating and distribution are covered by other general records schedules.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on December 18, 1986. It replaces D.C. Schedule 40, Section 24.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Public Relations Files.	
a.	Speeches, addresses, comments. Remarks made at formal interviews of heads of agencies or their senior assistants concerning the pro-grams of their agencies. The speeches and addresses may be presented to executives of other District agencies, representatives of state and local governments, or private groups, such as community organizations, and business associations. The format may be paper, audio or video tape or motion picture film.	PERMANENT. (1) Offer textual records to Archives in 5 year blocks when 20 years old (e.g., offer 1980-1984 block in 2005). (2) Offer audiovisual records to Archives in accordance with General Records Schedule 21.
b.	News releases. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior agency personnel and may be textual records such as a formal press releases or nontextual records, such as film and video or sound recordings.	PERMANENT. (1) Offer textual records to Archives in 5 year blocks when 20 years old (e.g., offer 1980-1984 block in 2005). (2) Offer audiovisual records to Archives in accordance with General Records Schedule 21.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
2.	<p>Information Subject Files.</p> <p>Subject files of formally designated informational offices not covered elsewhere in this schedule.</p>	<p>Submit request for disposition authority to D.C. Archives.</p>
3.	<p>Information Requests Files.</p> <p>Requests for information and copies of replies thereto involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.</p>	<p>Destroy when 3 months old or where no longer needed, whichever is sooner.</p>
4.	<p>Acknowledgement Files.</p> <p>Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply.</p>	<p>Destroy 3 months after acknowledgement and referral.</p>
5.	<p>Press Service and Clippings Files.</p> <p>Press service teletype news; newspaper, magazine and other clippings; and similar material.</p>	<p>Destroy when 3 months old.</p>
6.	<p>Information Project Files.</p> <p>Informational service project case files maintained in formally designated informational offices.</p>	<p>Destroy 1 year after close of file or 1 year after completion of project.</p>
7.	<p>Commendation/Complaint Correspondence Files.</p> <p>Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.</p>	<p>Destroy when 3 months old.</p>
8.	<p>Indexes and Check Lists.</p> <p>Bibliographies check lists, and indexes of agency publications and releases, except those used as indexes to the public relations files described in Item 1.</p>	<p>Destroy when superseded or obsolete.</p>

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
9. through 15.	Reserved.	
16.	Freedom of Information Act (DCFOIA) Requests Files.	
	Files created in response to requests for information under provisions of the D.C. Freedom of Information Act, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.	
	a. Correspondence and supporting documents (<i>excluding</i> the official file copy of the records requested if filed therein).	
	(1) Granting access to all requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Request <i>not</i> appealed.	Destroy 2 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 17.
	(3) Denying access to all or part of the records requested.	
	(a) Request <i>not</i> appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 17.
	b. Official file copy of the requested records.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related DCFOIA request, whichever is later.
17.	DCFOIA Appeals Files.	
	Files created in responding to administrative appeals under the DCFOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official	

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	file copy of records under appeal or copy thereof.	
	a. Corresponding and supporting documents (<i>excluding</i> the file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related DCFOIA requests, whichever is later.
18.	DCFOIA Control Files.	
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.	
	a. Registers or listings.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.
19.	DCFOIA Reports Files.	
	Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Mayor.	
	a. Annual reports at departmental agency level.	PERMANENT. Offer to Archives with related agency records approved for permanent retention in agency records control schedule or when 15 years old whichever is sooner.
	b. Other reports.	Destroy when 2 years old or sooner if no longer needed for administrative use.
20.	DCFOIA Administrative Files.	
	Records relating to the general agency implementation of the DCFOIA, including notices, memorandums, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.