

PUBLIC INFORMATION

Class Code	Title	Retention after folder closure	Security Code*
PIO-1.00	Public Information Policy	Permanent	
PIO-1.10	Public Information General Files	6 years	
PIO-1.11	Reserved – Use PIO-1.10		
PIO-2.00	Public Information Reports	5 years	
PIO-3.10	Speeches and Addresses	Permanent	
PIO-3.30	Press Releases	Permanent	
PIO-4.00	Celebrations and Dedications	Permanent	
PIO-5.00	Arts and Graphics	5 years	
PIO-6.00	Audio/Visual Recordings	Permanent	
PIO-6.10	Reserved – Use PIO-6.00		
PIO-7.00	Photographs	Permanent	
PIO-7.10	Special Purpose Photographs	See Schedule	
PIO-8.00	Publications	Permanent	

* Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

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PIO-1.00	<p>Public Information Policy</p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern public information activities that are not included in the master set of directives. Includes correspondence, memorandums, e-mail and other documentation relating to the creation and implementation of official policy, guidance, and procedures.</p>	<p>DISPOSAL NOT AUTHORIZED</p>
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT - Close files at the end of calendar year when policy is superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-1.10	<p>Public Information General Files</p> <p>General subject files of a temporary nature including correspondence, memorandums, e-mail and other documentation relating to the general public, press, private organizations, and other Government Agencies. Include information on external communications, public opinion/comments, and distribution of information through mass media.</p>	
	<p>NOTE: Use case files for program specific documentation.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-2.00	<p>Public Information Reports</p> <p>Reports relating to public information activities.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: right;">Disposal Instructions -</p> <p style="text-align: right;">Reference Copy -</p>	<p>Temporary - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-1

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-3.10	<p>Speeches and Addresses</p> <p>Remarks made by senior level officials at formal ceremonies and during interviews concerning Reclamation programs. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups such as college and university students, business associations, and cultural news media commentators. The format selected may be paper, audio or video tape, or motion picture film. Including:</p> <ul style="list-style-type: none"> > Lectures and speeches of the Secretary of the Interior and the Commissioner relating to Reclamation activities > Invitations and authorization for presentations or speeches 	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT - Close files at the end of calendar year when files are canceled, superseded, or 3 years after issuance, whichever is earlier.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-3.30	<p>Press Releases</p> <p>Press releases issued by Reclamation announcing events, programs, changes in policy or senior personnel, or other activities, including:</p> <ul style="list-style-type: none"> > Prepared statements or announcements issued for distribution to the news media > Articles for publications in periodicals > Formal press releases 	DISPOSAL NOT AUTHORIZED
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT - Close files at the end of calendar year when files are canceled, superseded, or 3 years after issuance, whichever is earlier.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-4.00	<p>Celebrations and Dedications</p> <p>General files relating to Reclamation-sponsored celebrations and dedications. Including:</p> <ul style="list-style-type: none"> > Ground breaking > Announcements, publications, booklets, pamphlets, etc. > Anniversary celebrations > Centennial 2002 > Dedications of dams, projects, or similar activities 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Only those activities relating to Reclamation-associated events are permanent records.</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-5.00	<p>Arts and Graphics</p> <p>Visuals, exhibits, art, and graphics. Material filed here may consist of original artwork, illustrations, slides, charts, graphics, acetates, negatives, and other visual aids.</p>	
	<p>NOTE: Use PRM-10.00 if original artwork, graphics, or illustrations are considered “special” or of exceptional quality or historic value.</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Disposal Instructions -</p> <p style="text-align: center;">Reference Copy -</p>	<p>Temporary - Close files after final publication.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1</p>

PUBLIC INFORMATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-6.00	<p>Audio/Visual Recordings</p> <p>Audio recordings and motion picture film of events and activities sponsored by Reclamation and used for promotional, educational, and informational purposes. Including:</p> <ul style="list-style-type: none"> > Original recording or the earliest generation of each recording or a kinescope of the recording. <p>Finding aids and production documentation such as data sheets, shot lists, catalogs, indexes, and other textual documentation for the proper identification, retrieval, and use of video records. Including:</p> <ul style="list-style-type: none"> > Production or similar material containing copies of production contracts, scripts, or other documentation bearing or the origin, acquisition, release, or ownership of the production. 	<p>DISPOSAL NOT AUTHORIZED</p>
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p><u>Analog</u> audiovisual records – Transfer to the National Archives 5 years from cutoff.</p> <p>Electronic records – Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-1</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-7.00	<p>Photographs</p> <p>Original black and white or color negative with captioned print of each, color slide or color transparency with captioned print, internegative (if one exists), and unaltered digital image with metadata. Including:</p> <ul style="list-style-type: none"> > Photos of Reclamation officials and other dignitaries > Photos documenting Reclamation’s Mission – critical Program responsibilities > Construction and inspection photos linked to contracts or specifications > Photos documenting special activities, unusual events, failures, public safety, and weather related incidents > Photos required and used in cooperation with other Governmental agencies > Photos used to document legislative, legal, or mandated regulatory requirements 	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Must include numbered and captioned index, regardless of medium, for accessioning to NARA</p> <p>NOTE: Reference NARA guidelines for digital media and Vol. IV of the IMH for detailed requirements</p>	
	<p style="text-align: right;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium - Negatives, prints, other -</p> <p style="text-align: center;">Transfer Medium - Digital /electronic -</p> <p style="text-align: right;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year, conclusion of activity, or event.</p> <p>Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain designated <u>Reference Copy</u> in agency and destroy when no longer required for current business needs.</p>

PUBLIC INFORMATION

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-07-2

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
PIO-7.10	<p>Special Purpose Photographs</p> <p>Photographs that document current activities, events, or requirements having either short or long term temporary informational value depending on usage and future business needs, including:</p> <ul style="list-style-type: none"> > Photos for technical reports which are meaningless without supporting text > Local interest photos of retirements – promotions – news media filler stories etc. > <u>Routine</u> Operation & Maintenance photos that are no longer needed once corrective action has been taken and are <u>not</u> Dam Safety related > Photos of short term “local interest” only > Photos for newsletters, publications, brochures > Reference photos showing facilities or activities needed for <u>general</u> purposes, e.g. media etc. > Duplicate copies labeled <u>Reference Only</u> (regardless of medium) 	
	<p>NOTE: Retain as a database system of records with an index and captions</p> <p>NOTE: Reference Vol. IV of IMH for further clarification and guidance</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">All Medium -</p>	<p>Temporary – Close file at the end of each calendar year, conclusion of activity, or event.</p> <p>Retain in agency. Review, delete, or purge from print or digital system every 3 years or when no longer required for current business needs.</p> <p>NOTE: If events and activities warrant, transfer selected photos with negative or metadata to PIO-7.00 in accordance with NARA accepted transfer standards at time of transfer.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-1

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PIO-8.00	<p>Publications</p> <p>Official publications such as books, pamphlets, posters, monographs, employee newsletters and other informational materials used for either internal or external distribution.</p>	DISPOSAL NOT AUTHORIZED
	<p>NOTE: Use PRJ-2.00 or RES-2.00 or other similar codes for technical, scientific, or administrative reports which are not publications.</p>	
	<p style="text-align: center;">Official File Copy -</p> <p style="text-align: center;">Transfer Medium – Paper/Film -</p> <p style="text-align: center;">Transfer Medium – Electronic -</p> <p style="text-align: center;">Reference Copy -</p>	<p>PERMANENT – Close files at the end of each calendar year.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency and destroy when no longer required for current business needs.</p>
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