7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	CENSUS ADMINISTRATIVE RECORDS SCHEDULE 5		
	PUBLIC RELATIONS		
	This schedule covers records pertaining to informational services performed by the Bureau in its day-to-day affairs and in its relations with the public.		
100 99	[1.] Record copies of formal information releases and publications, such as press releases, press conference transcripts, official speeches, graphic presentations, and any related indexes. 1951 and thereafter.		
	Volume: 15 cubic feet. Annual accumulation: ½ cubic foot.		
	a. Speeches, addresses and comments of the Director and senior Census officials.		
	Permanent. Transfer to FRC when 5 years old. Offer to NARS in 10 year blocks when the latest records are 20 years old.	GRS 14/1a	
	b. Press releases and press conference transcripts.		
	Permanent. Transfer to FRC when 5 years old. Offer to NARS in 10 year blocks when 20 years old.	GRS 14/1b	
100	[2.] Correspondence and related records of a general administrative nature maintained by the office responsible for public relations and for furnishing information to the public.		
	Destroy when 2 years old. Bring forward into current file material of continuing reference value when file is destroyed. (GRS #3, Item 3)		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
101	[3.] Informational services case files consisting chiefly of preliminary drafts, requisitions, distribution lists, statistical compilations, and work papers used to prepare and to issue formal information releases. Destroy 1 year after close of file or 1 year after completion of project.	GRS 14/6	
102	[4.] Requests for information which involve no policy decisions and no great amount of research, and replies thereto; requests for and transmittals of publications, photographs and other informational literature; and acknowledgements and transmittals of inquiries and referred outside Bureau for reply. Destroy 3 months after transmittal, acknowledgement, or referral. (GRS #14, Items 3 and 4)		
103	[5.] Anonymous letters, letters of commendation, complaints, criticisms, suggestions, and similar documents, and replies thereto, unless administrative action was taken or they were incorporated in individual personnel records. Destroy when 3 months old. (GRS #14, Item 7)		

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