**Anchor Chart Checklist**

* **Title/Bio:** List the name of the department, the year it was created, and the name of the current secretary.
* **Roles and responsibilities:** List the daily functions and responsibilities of the department.
* **Current Initiatives:** List three current initiatives of the department.
* **Real-World Connections:** List three ways the department impacts your everyday life.
* **Historical Timeline:**  Include a timeline featuring five major decisions, regulations and/or impacts from this department.
* **Visual Representation:** Include an image or seal to represent this department.
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