

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd Nov 810 MW/PLM

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
National Archives and Records Service

2 MAJOR SUBDIVISION
Office of Federal Records Centers

3 MINOR SUBDIVISION
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER
Robert W. Coren

5 TEL EXT
724-9523

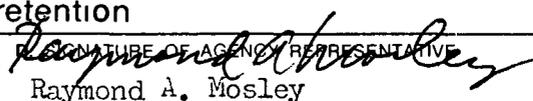
LEAVE BLANK	
JOB NO	<u>NCL-GRS-81-9</u>
DATE RECEIVED	<u>March 16, 1981</u>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10.	
<u>3-24-81</u> <i>Date</i>	 <i>Archivist of the United States</i>

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE <u>3/6/81</u>	D SIGNATURE OF AGENCY REPRESENTATIVE 	E TITLE <u>Director, Records Disposition Division</u>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>Amendment to General Records Schedule 21, Audiovisual Records (FPMR 101-11.4)</u>		

63 items

Closed Out: 3-25-81: K.T.D.

GENERAL RECORDS SCHEDULE 21

AUDIOVISUAL RECORDS

SCOPE

This schedule covers audiovisual and related records created by or for agencies of the Federal Government as well as those acquired in the course of business. Audiovisual records more than 30 years old must be offered to the National Archives and Records Service (NARS) before applying disposition instructions set forth in this schedule.

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes: (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover: (1) cartographic records; (2) remote sensing imagery recorded on film or magnetic tape; (3) microform copies of textual records; or (4) research and development source data. Cartographic records and remote sensing imagery recorded on film are covered by GRS 17; digitized or computerized data are covered by GRS 20; microform copies of textual records may be covered by other General Records Schedules, depending on the informational content of the textual records; and research and development source data are covered by GRS 19.

RECORD ELEMENTS

For each type of audiovisual record, the specific record elements (originals, negatives, prints, dubbings, etc.) required by 41 CFR 101-11.411-4 for preservation, reproduction, and reference are listed. Since audiovisual records covered by this schedule include those produced under contract, by grant, and acquired from outside sources as well as those produced internally, maintenance and control of these record elements for records subject to the disposition "Submit SF 115" are essential, whether the record elements are stored in agency or contractor facilities.

DISPOSITION INSTRUCTIONS

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as magnetic tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-42.3, "Recovery of Precious Metals and Strategic and Critical Materials."

The instruction "Submit SF 115" requires that the records be included in either an agency's comprehensive records schedule or a specific request for disposition authority, unless they have been described on an agency records schedule approved by NARS after May 14, 1973. The introduction to the General Records Schedules provides additional information on scheduling records which

have no authorized disposition in this general records schedule. When describing these records in a comprehensive records schedule or a specific request for disposition authority, agencies may be guided by the categorical descriptions in this general records schedule, but these descriptions are not a substitute for specific agency prepared descriptions that are required to schedule the records.

This general records schedule authorizes the disposal of certain records without further concurrence from NARS. Agencies are encouraged to include specific series descriptions for such records in their comprehensive schedules while citing the governing disposition instruction from this general records schedule as the authority for destroying the records.

I. STILL PHOTOGRAPHY

RECORD ELEMENTS

- (a) Black-and-white and color negative photography: the original negative, a captioned print, and, for color negative photography, a duplicate negative if one exists; *
- (b) Color transparency and slide photography: the original and a duplicate;
- (c) Slide sets or filmstrips and accompanying audio recordings or scripts: 2 copies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1	Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	Destroy when one year old or when no longer needed.
2	Personnel identification or passport photographs.	Destroy when five years old or when no longer needed.
3	Internal personnel and administrative training filmstrips and slide programs that do not reflect the mission of the agency.	Destroy one year after completion of training program.
4	Duplicate items in excess of record elements required for preservation, duplication and reference by 41 CFR 101-11.411-4.	Destroy when no longer needed.
5	Official portraits of senior agency officials.	Submit SF 115.
6	All other black-and-white photograph files (not identified in #1,2,3, or 4 above).	Submit SF 115.
7	All other color negative, large format or 35mm transparency files (not identified in #1,2,3, or 4 above).	Submit SF 115.
8	All other slide or filmstrip programs (not identified in #3 above).	Submit SF 115.

* Negative and print files may be maintained in separate agency offices; in these cases, elements should be scheduled as distinct series.

11. GRAPHIC ARTS

RECORD ELEMENTS

- (a) posters: 2 copies
- (b) original art: original and a photographic copy, if one exists.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1	Viewgraphs	Destroy one year after use or when no longer needed.
2	Routine artwork for handbills, flyers, posters, letterhead and other graphics.	Destroy one year after final publication or when no longer needed.
3	Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	Destroy when no longer needed for publication or reprinting.
4	Line copies of graphs and charts.	Destroy one year after final production or when no longer needed.
5	Posters distributed agency-wide or to the public.	Submit SF 115.
6	Original artwork of unusual or outstanding merit.	Submit SF 115.

III. MOTION PICTURES

RECORD ELEMENTS

- (a) Agency sponsored films: the original negative or color original plus separate sound track, an intermediate master positive or duplicative negative plus optical sound track, and a sound projection print or a 3/4 inch videocassette copy;
- (b) Acquired films: two projection prints or one projection print and a 3/4 inch videocassette copy;
- (c) Unedited footage: the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1	Films acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
2	Films acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
3	Routine surveillance footage.	Destroy when no longer needed.
4	Routine scientific medical or engineering footage.	Destroy when two years old or when no longer needed.
5	Duplicate prints and pre-print elements in excess of those elements required for preservation, duplication and reference by 41 CFR 101-11.411-4.	Destroy when no longer needed.
6	Agency-sponsored films intended for public distribution. (These include informational, educational, and recruiting films).	Submit SF 115.
7	Agency-sponsored television news releases and information reports.	Submit SF 115.
8	Agency-sponsored television public service (or "spot") announcements.	Submit SF 115.
9	Agency-sponsored training films that explain agency functions or activities intended for internal or external distribution.	Submit SF 115.

MOTION PICTURES (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
10	Films produced under grant that are submitted to the agency.	Submit SF 115 (See also GRS 3, Item 18.)
11	Films acquired from outside sources (other than those identified in #1 and #2 above) that document or are used to carry out agency programs.	Submit SF 115.
12	Documentary footage (except that footage identified in #3 and #4 above) shot for research and development, factfinding or other studies.	Submit SF 115.
13	Stock footage, outtakes and trims created during the course of an agency-sponsored production.	Offer immediately for deposit in the Stock Film Library, Audiovisual Archives Division, NARS.

IV. VIDEO RECORDINGS

RECORD ELEMENTS

The original or earliest generation of recording, and a dubbing if one exists.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1	Programs acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
2	Programs acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
3.	Rehearsal or practice tapes.	Destroy immediately.
4	Internal personnel and administrative training programs that do <u>not</u> reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	Destroy one year after completion of training program.
5	Routine surveillance recordings.	Destroy when no longer needed.
6	Routine scientific medical or engineering recordings.	Destroy when two years old or when no longer needed.
7	Recordings that document routine meetings and award presentations.	Destroy when no longer needed.
8	Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication and reference by 41 CFR 101-11.411-4.	Destroy when no longer needed.
9	Agency-sponsored video productions intended for public distribution. These include informational, educational, and recruiting productions.)	Submit SF 115.
10	Agency-sponsored television news releases or information reports.	Submit SF 115.
11	Agency-sponsored television public service (or "spot") announcements.	Submit SF 115

VIDEO RECORDINGS (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
12	Agency-sponsored training programs that explain agency functions or activities (other than those identified in #4) intended for internal or external distribution.	Submit SF 115.
13	Internal management news or information programs.	Submit SF 115.
14	Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, testimony of agency officials before Congress and other hearings.	Submit SF 115.
15	Programs produced under grant that are submitted to the agency.	Submit SF 115. (See also GRS 3, Item 18.)
16	Programs acquired from outside sources (other than those identified in #1 and #2) that document or are used to carry out agency programs.	Submit SF 115.
17	Media appearances by top agency officials.	Submit SF 115.
18	Documentary recordings (except those identified in #5,6,7, and 8 above) shot for research and development, factfinding or other studies.	Submit SF 115.

V. SOUND RECORDINGS

RECORD ELEMENTS

- (a) Conventional mass-produced, multiple copy disc recordings: the master tape, matrix or stamper, and one disc pressing.
- (b) Magnetic audio tape recordings (reel-to-reel, cassette or cartridge): the original or earliest generation of each recording, and a dubbing, if one exists.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1	Recordings of meetings made exclusively for notetaking or transcription.	Destroy immediately after use.
2	Dictation belts or tapes.	Destroy immediately after use.
3	Pre-mix sound elements created during the course of a motion picture, television or radio production.	Destroy immediately after use.
4	Library sound recordings (e.g., effects, music).	Destroy when no longer needed.
5	Daily or spot news recordings available to local radio stations on a call-in basis.	Destroy when six months old or when no longer needed.
6	Duplicate dubbings in excess of those elements required for preservation, duplication and reference by 41 CFR 101-11.411-4.	Destroy when no longer needed.
7	Agency-sponsored radio programs intended for public broadcast.	Submit SF 115.
8	Agency-sponsored radio news releases and information programs.	Submit SF 115.
9	Agency-sponsored radio public service (or "spot") announcements.	Submit SF 115.
10	Internal management news or information programs.	Submit SF 115.
11	Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, testimony of agency officials before Congress and other hearings.	Submit SF 115.

SOUND RECORDINGS (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
12	Oral history collections.	Submit SF 115.
13	Recordings or programs produced under grant that are submitted to the agency.	Submit SF 115. (See also GRS 3, Item 18)
14	Recordings or programs acquired from outside sources that document or are used to carry out agency programs.	Submit SF 115.
15	Media appearances by top agency officials.	Submit SF 115.
16	Documentary recordings made for fact-finding or other studies.	Submit SF 115.

VI. RELATED DOCUMENTATION

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1	Production files or similar files that document origin, development, acquisition, use and ownership. (May include scripts, contracts, transcripts, releases, etc.)	Dispose of according to instructions covering the related audiovisual records.
2	Finding aids for identification, retrieval or use. (May include indexes, catalogs, shelf lists, log books, caption sheets, shotlists, continuities, etc. and may be in text, card, microform or machine readable format.)	Dispose of according to instructions covering the related audiovisual records.