

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 FROM (Agency or establishment)		JOB NUMBER <i>NI-269-95-1</i>	DATE RECEIVED <i>10-31-94</i>
General Services Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Management Services and Human Resources		DATE <i>2-3-95</i>	
3 MINOR SUBDIVISION Information Collection Management Branch		ARCHIVIST OF THE UNITED STATES <i>Cindy Hickman Petersen</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Mary Cunningham	5 TELEPHONE (202) 501-1659		

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;
 is attached; or
 has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Oct. 26, 1994	<i>Mary Cunningham</i>	

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Audio Visual Records; see attached description		

Copy sent to agency, NN-E NNS 2/10/95

AUDIOVISUAL RECORDS

Sound recordings, videotapes, motion picture films, and equivalent or related records created or produced by GSA, or acquired from other outside sources.

NOTE: For each type of audiovisual record designated as permanently valuable, the specific record components required by 36 CFR 1228 for preservation, reproduction, and reference are listed below.

Video recordings: The original or earliest generation of each video recording, and a dubbing, if one exists.

Sound recordings: The original or earliest generation of each audiotape recording, and a dubbing, if one exists.

Motion pictures:

Agency-sponsored films: The original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or video recording.

Acquired films: Two projection prints or one projection print and a video recording.

Unedited footage: The original negative or color original, work print, and an intermediate master positive or duplicated negative, if one exists, appropriately arranged, labeled, and described.

Production Files:

Production case files or similar files that include copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the production.

Finding Aids:

Existing finding aids such as data sheets, shot lists, continuities, review sheets, catalogs, indexes, list of captions or other documentation that are necessary or helpful for the proper identification, retrieval, and use of audiovisual records.

a. Official record set

The original master sound or video recording, or the original film negative and one print of motion picture film that documents GSA's history, mission, or programs; topics of controversial or historical interest; public affairs or news interviews with GSA officials and staff; news releases

and public service announcements; and other productions created to disseminate agency information regarding GSA operations.

PERMANENT. Transfer directly to the National Archives on an annual basis or when no longer needed.

NOTE: The National Archives reserves the right to dispose of any material already appraised as disposable under the General Records Schedules or other approved agency schedules, as well as all duplicated, unidentifiable, fragmentary, unrelated, or non-archival materials during archival processing without further agency notification.

b. All other copies

Destroy when no longer needed for current agency business.