

**REQUEST FOR RECORD DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec. 11/12/79*

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Office of the Secretary of Defense

2 MAJOR SUBDIVISION  
Washington Headquarters Services

3 MINOR SUBDIVISION  
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER  
J. E. Haines

5. TEL EXT  
695-0970

<b>LEAVE BLANK</b>	
JOB NO  NCL-330-79-6	
DATE RECEIVED <b>18 JAN 1979</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>1-2-80</i> Date	<i>James E. O'Neil</i> Archivist of the United States

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 1 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12 Jan 79	<i>James S. Nash</i> James S. Nash	OSD Records Administrator
Addition to OSD Admin. Inst. No. 15		
8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO
705-07 AUDIOVISUAL MANAGEMENT		
705-07.1	Records relating to the initiation, development and implementation of policies, guidelines, and standards for audiovisual management. Permanent. Transfer to WNRC when <del>abolished</del> <u>10 years old</u> . <del>no longer required for reference</del> Offer to NARS when 15 years old.	
705-07.2	Documents relating to requirements, acquisition, utilization and disposition of audiovisual products and productions. <del>Transfer to WNRC when 5 years old. Destroy when 20 years old. except, (b) those documents recording the disposition of archival permanent products should similarly be permanent.</del>	
705-07.3	Records relating to management inspection of Defense audiovisual activities. Transfer to WNRC when superseded by a new inspection. Destroy <del>10 years later</del> <u>5 years</u> after supersession by new inspection.	
705-07.4	Records relating to audiovisual resources. Equipment and facility reports; standards; authorization, consolidation and elimination documents. Annual Audiovisual (AV) Report (completed DD Form 2054). Transfer to WNRC when 5 years old. Destroy when <del>20</del> <u>5</u> years old.	4 items

115-107 OSD concurs in changes made hereon.  
Haines/OSD; RCT/NARS-NCD, 12/21/79.

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

*Copy to agency*  
*11/18/79*  
*close out 1/9/80*