

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-95-98-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3-2-98	
1. FROM (Agency or establishment) Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Forest Service			
3. MINOR SUBDIVISION Office of Communications			
4. NAME OF PERSON WITH WHOM TO CONFER Karl Perry	5. TELEPHONE (202)205-0963	DATE 5-29-98	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/26/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura P. Calvo</i>	TITLE <i>Records Management Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Still Photography (Historical Collection). Record photographs that provide documentation of essential transactions of the Forest Service or that document significant events. Includes negatives, original color transparencies and slides, black-and-white photographic prints (the "browsing file") and any associated finding aids. PERMANENT. Transfer to National Archives upon approval of schedule. Supercedes N1-95-88-2/1640-4.		
2.	Still Photography. (Includes portraits and record photographs that provide documentation of essential transactions of the Forest Service; or contains information unique in substance, arrangement or manner of presentation and is unavailable in another format; or utilizes significant new technology and represents an advance in the state of the art. This file also contains finding aids such as data sheets, shot lists, catalogs, indexes, list of captions, the PIC Database. Organize photo files using instructions in in Photography Management Handbook, FSH 1609.21.)		

Originating Office: Review local photo collection for original photo material having archival value. Submit whichever of the following is applicable or available, along with documentary data to WO every 3 years:

- (1) original black-and-white negatives and captioned print,
- (2) original color negatives, a duplicate negative (if one exists) and a captioned print,
- (3) original color transparencies or slides, caption information and a duplicate slide or transparency or internegative (if one exists).

WO: Office of Communications Staff: PERMANENT. Collect original photographic material and documentary data from field units and transfer to National Archives five years after receipt.

Supersedes N1-95-88-2/1640-1.