

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<i>NCI-95-83-11</i>
DATE RECEIVED	<b>SEP 7 1983</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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>11-18-85</i> Date	<i>Frank A. Bunker</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
**Us Department of Agriculture**

2 MAJOR SUBDIVISION  
**Forest Service**

3 MINOR SUBDIVISION  
**Office of Information**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Norina G. Mosby**

5 TEL EXT  
**382-9897**

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 5 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 <i>8/29/83</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary H. Davis</i>	E TITLE <b>Records Management Officer</b>
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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
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Audio-visual records were generally approved under job number NNI-166-136, March 14, 1966. The records were unscheduled by NARS because the retention periods were unauthorized. The Forest Service is requesting approval of the retention periods listed in this schedule.

Still photos scheduled under 1640-1 and 1640-2 are part of a collection of original photographic material called The Permanent Image Collection (PIC). These photos are indexed by an extensive consecutive numbering system which was established by the Forest Service. A machine-readable data base is retained at Fort Collins Computer Center and has been in existence since 1966.

Part of the PIC is currently located at the National Archives. The majority of the collection is housed in the Audio-visual section of the Office of Information in the Forest Service. The collection has approximately 531,000 pictures.

All changes to this proposed schedule have been approved by:

*Richard Williams* *7/22/85* *Mary H. Davis* *7-17-85*  
NARA Appraiser date Agency representative date *18' desmo*

**Request for Records Disposition Authority – Continuation**

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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
1	<p>1640 Audio-Visual (Includes general correspondence related to still photography, prints, slides, slide-tape and multi-media programs, exhibits, motion pictures and other audio-visual type records.)</p> <p>a. <u>Washington Office, Regions, Area and Experiment Stations:</u> Destroy records when 5 years old.</p> <p>b. <u>All other offices:</u> Destroy records when 3 years old.</p>		
2	<p><del>1640-1 Still Photography (Includes original black and white and color negatives, photographic prints, and color transparencies, official portraits and record photographs of personnel functions, which provide documentation of the essential transactions of the Forest Service; or contain information that is unique in substance, arrangement or manner of presentation and is unavailable in another form; or documents events or phenomena which are significant; or utilizes significant new technology and represents an advance in the state of the art. Also, this file includes the machine-readable data base housed at the Fort Collins Computer Center. Known as the PIC data base, it serves as a finding aid for identification and retrieval of photographic data. (Organize files using instructions in Photography Management Handbook-FSH 1609.21)</del></p> <p>1. <u>Original photographic material:</u></p> <p>a. <u>Washington Office: PERMANENT.</u> Break file every 5 years. Offer the original black-and-white or color negative or duplicate negative, or original color transparencies or duplicates and a photographic print or microfilm print to NARS when records are 10 years old or when no longer needed for administrative use, whichever comes first.</p> <p>b. <u>All Other Offices:</u> Transfer the original photographs and documentary data to the Washington Office to be offered to NARS annually or when no longer needed for administrative use.</p> <p>2. <u>Machine-readable data base:</u></p> <p>a. <u>Washington Office: PERMANENT.</u> Break file every five years. Offer to NARS when 10 years old or no longer needed for administrative use, whichever comes first.</p>	<p><i>withdrawn</i></p> <p>GRS-21- #62</p>	

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	<del>b. All other offices: Not applicable.</del>		
	<del>3. Duplicate prints: All offices: Non-record material.</del>	<del>GRS 21-4</del>	
3	1640-2 Copy Image (Copy Image may be retained permanently if an original image is not available. The image or the information about the image may be retained in paper form, film form, computer data base form, or other appropriate forms.)  <u>All offices: (1) If the original is unavailable: PERMANENT.</u> Break data file every 5 years. Offer to NARS through the Washington Office when records are 10 years old or no longer needed for administrative use, whichever comes first.  <u>(2) If original is available: Non-record material.</u>	GRS 21-4	
4	1640-3 Still Photos Having Limited Use (Includes photographs of limited administrative use or subject matter that is of no importance as a historic record. Does not include photos described under 1640-1, 1640-2 or 1640-4 of this schedule.)  <u>All offices: Destroy records when 1 year old or when no longer needed for administrative use.</u>	GRS 21-4	
5	1640-4 Browsing File (Includes photographic prints and slide copies which are not permanent records if their original source-image is part of the Permanent Image Collection, housed at NARS and the Forest Service.)  <u>All offices: Retain records in office. Destroy when no longer needed for administrative use.</u>	GRS 21-4	
6	1640-5 Slide Sets, Filmstrips and Multi-media Programs (Includes internal personnel and administrative filmstrips, slide sets and multi-media programs that reflect the mission of the agency or document events or phenomena that is significant.)  <u>Originating Office: PERMANENT.</u> Forward an original and one copy or 2 copies of each of slide sets, filmstrips and accompanying audio recordings or scripts to the Washington Office for offer to NARS 5 years after the program is completed.		

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7	<p>1640-5-1 Internal Personnel and Administrative Training Filmstrips and Slide Sets (Includes photographic prints and slide sets that do not reflect the mission of the agency.)</p> <p><u>All Offices:</u> Destroy 1 year after completion of training program.</p>	GRS-21-3	
8	<p>1640-6 Graphic Arts (Includes posters, original artwork and other graphic art records that explain, instruct, advertise, or illustrate agency programs and functions. Examples would be Smoky Bear Posters, Woodsy Owl Coloring Sheets and original artwork of unusual or outstanding merit.)</p> <p>a. <u>Originating office:</u> <u>PERMANENT</u>. Break file every 5 years. Offer to NARS when records are 10 years old or when no longer needed for administrative use, whichever comes first. Artwork shall be offered as follows:</p> <ol style="list-style-type: none"> <li>1. Posters: 2 copies</li> <li>2. Original art: Original and a photographic copy if one exist.</li> </ol> <p>b. <u>All other offices:</u> Duplicates. <del>Non-record material.</del> Destroy when no longer needed.</p>	GRS 21-4	
9	<p>1640-7 National Films (Agency-sponsored films created for use in more than 2 Forest Service Regions with a planned life of a year or more, or a film produced in the Washington Office for national use; informational, educational, recruiting films; training films that explain agency functions or activities; research and development, fact-finding and other study films which are deemed historically significant. This file would also include stock footage, outtakes, trims created during the course of an agency-sponsored production.)</p> <p>a. <u>Washington Office:</u></p> <p>(1) <u>Original Footage:</u> <u>PERMANENT</u>. Submit original negative or color original plus separate sound track, <sup>and an</sup> <del>or</del> intermediate master positive, or duplicate negative plus sound track <sup>and a projection print</sup> and related scripts to NARS 5 years after its withdrawn from distribution.</p> <p><i>Note: USDA has documentation relating to the origin of the film and its ownership rights such as described in a production contract. See USDA schedule for disposition.</i></p>		

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	<p>(2) <u>Stock footage, outtakes, and trims</u>: Offer immediately for deposit in the <del>Stock footage depository</del> <sup>Film Library</sup> Motion Picture, Sound, and Video Branch, Special Archives Division, NARS.</p> <p>b. <u>All Other Offices: Prints</u>: Offer to other Forest Service units when no longer needed for administrative use. If offer not accepted, destroy.</p>		
10	<p>1640-7-1 Local Agency-Sponsored Films (Motion picture films created by Regional Offices for planned use in more than 2 Forest Service regions. These films highlight a local problem, event, and so forth.)</p> <p><i>All offices: offer to Fs units when no longer needed for administrative use. If offer is not accepted, destroy.</i></p>		
11	<p>1640-7-2 Miscellaneous Films (Films acquired from outside sources for personnel and management training.)</p> <p><u>All Offices</u>: Offer to other Forest Service units when no longer needed for administrative use. If not needed, destroy. (Exception taken to GRS-21-15)</p>		
12	<p>1640-8 National Video Productions (Agency-Sponsored video productions created for use in more than two Forest Service regions with a planned life of a year or more, or a video production produced in the WO for national use. This would include television news releases and information reports; (excluding Smoky Bear and Woodsy Owl); training programs that explain agency functions or activities and other video productions deemed historically significant.)</p> <p>a. <u>Washington Office: PERMANENT. Original video production</u>. Submit the original edited master and a duplicate copy to NARS, 5 years after it's withdrawn from production.</p> <p>b. <u>All Other Offices: Copies</u>: Offer to other Forest Service units when no longer needed for administrative use. If offer not accepted, destroy.</p>		
13	<p>1640-8-1 Local Agency-Sponsored Video Productions (Video productions created by Regional Offices for planned use in more than two Forest Service regions. These videos highlight a local problem, event, and so forth.)</p>		

