

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-374-03-1
1. FROM (Agency or establishment) DEFENSE THREAT REDUCTION AGENCY		DATE RECEIVED	8/5/03
2. MAJOR SUBDIVISION INFORMATION SUPPORT BRANCH (IMMI)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION _____		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER GARY LEWIS	5. TELEPHONE 703 767-4722	DATE	ARCHIVIST OF THE UNITED STATES
		8/5/03	<i>[Signature]</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 _____ 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
7/16/03	<i>Ethna G. Andrews</i>	Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	DTRA AUDIO-VISUAL RECORDS SEE ITEMS 1104.04, 1104.05, 1104.06a, 1104.06b, 1104.08a, 1104.08b, 1104.09, 1104.10 AND 1104.11 ATTACHED.		
<i>cc Agency, DWMO, DWMW, DWS</i>			

Audio-Visual Records Proposed Disposition

SERIES	SERIES TITLE	SERIES DESCRIPTION	DISPOSITION
209.09	Audiovisual Work Orders	Documents used to request photographic, video, illustrative, and other graphic support to record work requested and resources used to respond to the request.	Temporary. Destroy 2 years after completion of work.
1104.04	Historical Photographic Media (Test Events)	Motion pictures, still pictures and videos that document US and foreign nuclear test event. Includes related nuclear effects, test engineering and construction, scientific experiments, documentaries, fact-finding and recorded incidents. <ul style="list-style-type: none"> a. Technical Films b. Scientific footage c. Other photographic media related to test events 	Permanent. Cutoff annually. Transfer to the National Archives when 25 years old, after declassification review and in accordance with 36 CFR 1228.226. Temporary. Destroy 30 days after activity unless needed longer. Temporary. Destroy 30 days after activity unless needed longer.
1104.05	Non-Historical Photographic Media	Photographic media and formats to document routine mission-related activities, not important to mission research or training activities or historical value. Includes films, film strips, slide sets, videotapes, etc., as well as non-mission related material.	Temporary. Destroy when no longer needed 30 days old unless needed longer.
1104.06a	Agency Audiovisual Training Materials (Master Copy)	Motion pictures, still pictures and videos developed or acquired for DNWS courses for presentation by DNWS instructors to students, field sites and other organizations. See 208.16d for course publications in hard copy or CD-ROM.	Permanent. Cutoff upon supersession or obsolescence. Transfer to the National Archives when 25 years old after declassification review and in accordance with 36 CFR 1228.226.
1104.06b	Agency Audiovisual Training Material (Duplicate Copy)	Duplicates copies of photographic training media maintained by the DNWS Training Library for support to computer training library. Includes stock of extra film prints or optical disks, maintained for distribution and reference purposes only.	Temporary. Destroy when 30 days old no longer unless needed longer.
1104.08a	Briefings and Presentations (Audiovisual)	Motion pictures, still pictures and videos used for official DTRA briefings, presentation, lectures or seminars of historical value. See 201.3 for textual records.	Permanent. Cutoff annually. Transfer to the National Archives with related program records, iaw 36 CFR 1228.184. 226, after declassification review

Audio-Visual Records Proposed Disposition

<i>SERIES</i>	<i>SERIES-TITLE</i>	<i>SERIES DESCRIPTION</i>	<i>DISPOSITION</i>
1104.04	Historical Photographic Media (Test Events)	Motion pictures, still pictures and videos that document US and foreign nuclear test event. Includes related nuclear effects, test engineering and construction, scientific experiments, documentaries, fact-finding and recorded incidents.	Permanent. Cutoff annually. Transfer to the National Archives when 25 years old.
1104.05	Non-Historical Photographic Media	Photographic media and formats to document routine mission-related activities, not important to mission research or training activities or historical value. Includes films, film strips, slide sets, videotapes, etc.	Temporary. Destroy when no longer needed.
1104.06a	Agency Audiovisual Training Materials (Master Copy)	Motion pictures, still pictures and videos developed or acquired for DNWS courses for presentation by DNWS instructors to students, field sites and other organizations. See 208.16d for course publications in hard copy or CD-ROM.	Permanent. Cutoff upon supersession or obsolescence. Transfer to the National Archives when 25 years old.
1104.06b	Agency Audiovisual Training Material (Duplicate Copy)	Duplicates copies of photographic training media maintained by the DNWS Training Library for support to computer training library. Includes stock of extra film prints or optical disks, maintained for distribution and reference purposes only.	Temporary. Destroy when no longer needed.
1104.08a	Briefings and Presentations (Audiovisual)	Motion pictures, still pictures and videos used for official DTRA briefings, presentation, lectures or seminars of historical value. See 201.3 for textual records.	Permanent. Cutoff annually. Transfer to the National Archives with related program records, law 36 CFR 1228.484.
1104.08b	Briefings and Presentations (Audiovisual) - Non-historical	Non-historical motion pictures, still pictures and videos.	Temporary. Destroy when no longer needed for reference.
1104.09	Environmental (Audiovisual)	Motion pictures, still pictures, and videos which document installation clean-up activities or projects. Records supplement or replace hard copy records categorized under 1504.04a.	Permanent. Cutoff upon completion of project. Transfer to the National Archives when 25 years old.

DISPOSITION

SERIES DESCRIPTION

SERIES TITLE

1104.08b	Briefings and Presentations (Audiovisual) - Non-historical	Non-historical motion pictures, still pictures and videos.	Temporary. Destroy when 30 days old unless needed longer for no longer needed for reference.
1104.09	Environmental (Audiovisual)	Motion pictures, still pictures, and videos which document installation clean-up activities or projects. Records supplement or replace hard copy records categorized under 1504.04a.	Permanent. Cutoff upon completion of project. Transfer to the National Archives when 25 years old, law 36 CFR 1228.226 after declassification review.
1104.10	News Media and Release (Audiovisual)	Motion pictures, still pictures, and videos released by DTRA to the public through various media sources.	Permanent. Cutoff annually. Transfer to the National Archives when 25 years old, law 36 CFR 1228.226.
1104.11	Audiovisual Records Index	Index of audiovisual record material maintained by designated Offices of record, for identification, retrieval, or use of audiovisual records. Index of film, videotapes, still photos or any other photographic media of temporary or permanent value. a. Index of temporary records b. Index of permanent records	Temporary. For Index of Temporary records: cutoff and dispose of indices with related audiovisual material. For Index to Permanent records: transfer with related records. Temporary. Cutoff and dispose of indices with related audiovisual material. Permanent. Transfer with related records.

SERIES **SERIES FILE** **SERIES DESCRIPTION** **DISPOSITION**

1104.10 News Media and Release (Audiovisual) Motion pictures, still pictures, and videos released by DTRA to the public through various media sources. Permanent. Cutoff annually. Transfer to the National Archives when 25 years old.

1104.11 Audiovisual Records Index Index of audiovisual record material maintained by designated Offices of record, for identification, retrieval, or use of audiovisual records. Index of film, videotapes, still photos or any other photographic media of temporary or permanent value. Temporary. For Index of Temporary records: cutoff and dispose of indices with related audiovisual material. For Index to Permanent records: transfer with related records.

Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.
- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.