

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFW-88-52

DATE RECEIVED

8/30/88

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

695-1667

DATE

12/6/88

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 8 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, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

29 AUG 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

7. ITEM NO	B. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(INARS USE ONLY)</i>
	<p>MOTION PICTURE PHOTOGRAPHY/VIDEO RECORDINGS (Table 700-22) (Applicable Air Force-wide)</p> <p>Air Force is adding Table 700-22, replacing current Table 95-2 disposition rules on Motion Picture Photography/Video.</p> <p>1 Rules 1, 2, 10-14, 17-20, 22, 23, 26-28 (currently Table 95-2, Rules 1, 1.1, 5-9, 15-18, 20, 21 and 24-26). No changes.</p> <p>2 Rules 7-9, 16, 21, 24 and 25 (currently Table 95-2, Rules 2-4, 14, 19, 22 and 23). Dispositions remain the same; only changed the descriptions.</p> <p>3 Rule 15 (currently Table 95-2, Rules 10-13). We formed a new records subject (visual information (VI) production files) consisting of current commercial projects and in-service production records. We need to keep these VI production files for the useful life of the production (motion picture filmstrips). Example of such a production is a film showing correct use of ejection seat of an F15 aircraft. If the ejection seat is changed, resulting in a new filmstrip on its use and supporting (production) files, then the previous ejection</p>		

Copies sent: NNSM, NNT, Agency

12/9/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7
ITEM
NO

8. DESCRIPTION OF ITEM
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9. GRS OR
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ONLY)

- seat filmstrip production files are destroyed when the related filmstrip is no longer useful. Rule 1 and Note 2 cover the disposition of motion picture films.
- 4 Rules 3 and 4. Added, to dispose of visual information captions. We are disposing of the Video/Sound Captions (AAVS Form 16) (Rule 3) when no longer needed; and Field MOPIC Camera/Sound Caption (AAVS Form 25) (Rule 4) when its information is transferred to AAVS Form 16. These dispositions meet Air Force needs.
 - 5 Rule 5. Added, to state where to send visual information documentation (VIDOC) motion media original and edited masters.
 - 6 Rule 6. Added, to dispose of motion media visual forms when superseded, obsolete, or no longer needed. The forms duplicate the information on the slate, while the slate is physically on the film, and both state what the film is about. This disposition meets Air Force needs.
 - 7 Rules 29 and 30. Added, to dispose of visual information production reports. Air Force only needs to keep these reports at preparing activities (Rule 29) for 2 years; but keep these reports at HQ AAVS (Rule 30) for 10 years because of congressional interest in VI workload and cost data.
 - 8 Notes 1-4 (currently Table 95-2, Notes 1-4). Notes remain the same, except for minor grammar changes.

TABLE 700-22:

MOTION PICTURE PHOTOGRAPHY/VIDEO RECORDINGS:

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	record motion picture photography/video recordings	motion picture photography, videotapes, and related audio recordings		send per AFB 700-32, Vol V and VI, to the 1352 AVS, ATTN: DOD Motion Media Records Center, Bldg 248, Norton AFB CA 92409-5996 (see notes 1 and 2).
2	educational television (ETV) official records			
3	visual information captions	AAVS Form 16, Video/Sound Captions	written records of the imagery and sound contained in motion media products	destroy when no longer needed.
4		AAVS Form 25, Field MOPIC Camera/Sound Caption		destroy when information is transferred to AAVS Form 16.
5	visual information documentation (VIDOC) motion media original and edited masters	motion picture and video camera original and edited master film and videotapes	at Aerospace Audio-visual Service (MAC) units	send per AFB 700-32, Vol VI, to HQ AAVS/DOOV, Norton AFB CA 92409-5439, for review and refinement prior to submission to the DOD Motion Media Records Center. (notes 1 and 2).
6	motion media visual slate	forms used to identify motion media coverage on film/videotape (AAVS Form 21)		destroy when superseded, obsolete, or no longer usable.
7	official release prints, videotape copies, or videodiscs	all prints or duplicate videotape copies distributed through the AV Visual Information (VI) Library System per AFB 700-32, Vol 3		do not dispose of without authority of AF Central VI Library.
8	copies of material which have been forwarded to the DOD Motion Media Records Center	master positives, duplicate negatives, or duplicate videotapes		destroy, salvage, or erase when no longer needed (except rule 7).

TABLE 700-22--Continued:

R U	A	B	C	D
L E	If the documents are or pertain to	consisting of	which are	then
9	Nonvisual information/ audiovisual production local interest video recording/photography	videotapes/films for base information, base cable TV, local TV news, and other purely local interest purposes, not governed by AFR 700-32, Vol IV		
10	film/video produced in testing film, photo- graphic, video, or like equipment or in training photographers			
11	video/photography pro- duced by other agencies	copies no longer useful or not pertinent to AF activities		
12	original photography/ video which is unusable because of inferior quality			
13	film/video requiring emergency disposal			see AFR 12-50, Vol I, paragraph 4-5.
14	photographic artwork	drawings, animations, car- toons, titles, and selected mounted photographs covered with acetate foil on which pertinent instructions are written		salvage for other uses, or destroy after completion of project.

TABLE 700-22--Continued:

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
15	visual information production files	in-house, commercial, and contract production records pertaining to preparation of complete motion picture films ^{AND TV} * subjects for use in training, orientation, indoctrination, and public information and includes requests for production; outlines and/or treatment; final approved scripts, talent releases and cue sheets; reports on conferences, progress, status of performance; crew, travel and temporary duty; correspondence regarding production, final approval, initial print requirements production and production services contracts; supplemental agreements; change orders; authorizations for payment, notices of final payment of contracts; DD Forms 1995-1 and -2; production costs; DAVIS subject search printout and parameters; public clearance or exhibition requests and determinations; legal review certification	at DOD Motion Media Records Center, MAJCOMs, major subordinate commands, and AAVS units	destroy after useful life of the production (Exception: note 3).
16	in-service project records	records pertaining to assignment of AF units for photography, varying from a few shots to several reels; requests for photography, messages/letters of assignment and project	at HQ USAF/MAJCOMs/major subordinate commands	destroy 20 years after production completion (Exception: note 3).

*Per Dick Dwyer 2/23/88

TABLE 700-22--Continued:

B U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
		status reports (see rule 15 for preparation of complete subjects), perti- nent message traffic, travel orders, captions, shipping documents, disposition information, and end product disposition		
17			at HQ AAVS staff offices and below major subordinate commands	destroy 2 years after completion of project.
18	instrumentation film videotape			see table 80-3.
19	film/video salvage or destruction	records relating to the destruction or salvage of film, film strips, and videocassettes; i.e., notices or certificates of destruction	below major subordinate commands	destroy after 2 years.
20			at DOD Motion Media Records Center	destroy after 5 years.
21	film/video service request records	service project records, including initial requests for motion picture film and sound tapes, and related video records		destroy 2 years after close- out of film service project.
22	acquisition records	accession forms, receiving records, and similar items indicating film subjects received and entered into the DOD Motion Media Records Center		destroy after 2 years or when no longer needed, whichever is sooner.

TABLE 700-22--Continued:

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
23	loan records	control records on film loaned to laboratories for reproduction and on film borrowed from NARA		
24	visual information control records	records used to control video and motion picture film within the DOD Motion Media Records Center such as film cutter records, footage reports, inventory change records, shelf lists, withdrawal records, shipping control records, and similar records		
25		locator cards, master cards, retention cards, classification/downgrading records		hold throughout the life of the DOD Motion Media Records Center. They have the same ultimate disposition as the records to which they pertain.
26	records disposition schedule	directives and schedules governing motion picture film disposition		destroy on discontinuance of function, or when no longer needed, whichever is sooner.
27	card catalogs and locator aids	project number cards and title cards (see note 4)		hold until the film is destroyed or transferred to another agency (see note 2).
28		film number, subject, and categorical index cards and master archival records of films retained in the DOD Motion Media Records Center		

TABLE 700-22--Continued:

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
29	visual information production reports	AAVS Form 64, records of visual information (VI) production unit workload data relating to productions completed, man-hours, services, manning, and cost	at preparing activities	destroy after 2 years.
30			at HQ AAVS	destroy after 10 years.

NOTES:

1. Report any motion picture/video collection not covered in the table to SAF/AADAQD for appropriate disposition instructions.
2. The DOD Media Records Center retains until no longer needed, then recommends SAF/AADAQD offer to National Archives. Offers are in chronological segments or within logical file arrangements. SAF/AADAQD provides disposition instructions on unaccepted offers.
3. Project files related to films/video productions offered to and accepted by the National Archives are transferred to the National Archives with related product.
4. Retain duplicate copies until no longer needed.