

09R 12/19/77

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>19 DEC 1977</b>	JOB NO. <b>NC1 AF4 78 21</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 "with-drawn" in column 10.	
<b>5-30-78</b> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 ADMINISTRATION**

3. MINOR SUBDIVISION  
**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Preston B. Speed**

5. TEL. EXT.  
**767-4479**

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.

**13 DEC 1977**

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
**Documentation Systems Division**  
**Directorate of Administration**

Date

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>MOTION PICTURE PHOTOGRAPHY (Table 95-2) (Applicable Air Force-Wide)</p> <p>The purpose of this submission is to establish disposal authority for miscellaneous record series related to Air Force audiovisual documentation. These series include records on the production, acquisition, loan, control and destruction of still and motion picture photography. Finding aids are also included in this submission. The disposal criteria proposed in this request will satisfy our current requirements.</p>	<p>NN 170-33</p>	

*5/31. Copy to NND.*

*(12 items)*

*12/19/78. Changes with approval of*

*P.B. Speed  
sent to agency - 5/31/78  
NND - 6/11/78*

*NCW-NPRC-W - 6/8/78*

TABLE 95-2

## MOTION PICTURE PHOTOGRAPHY

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
L	record audiovisual photography	motion picture photography, video tapes, and related audio recordings		forward under AFRs 95-4 and 95-14 to AAVS/LGHD, Norton AFB CA 9240S (Notes 1 and 2).
1.1	educational television (ETV) official record documentation			
	NO CHANGES IN RULES 2 THRU 14			
15	in-service project records	documentation pertaining to assignment of AF units for photography, varying from a few shots to several reels; requests for photography, letters of assignment, and project status reports (see rule 12 for preparation of complete subjects	at HQ AAVS staff offices and below major subordinate commands	destroy 2 years after completion of project.
	NO CHANGE IN RULE 16			

TABLE 95-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17	film salvage or destruction	documents relating to the destruction or salvage of film and film strips, e.g. notices or certificates of destruction	below major subordinate commands	destroy after 2 years
18			at USAF Central Audiovisual Depository	destroy after 5 years.
19	film service request records	service project records, including initial request for motion picture film and sound tapes, and related records		destroy 2 years after closeout of film service project.
20	acquisition records	accession forms, receiving documents and similar items indicating film subjects received and entered into the USAF Central Audiovisual Depository		destroy after 2 years, or when no longer required, whichever is sooner.
21	loan records	control records on film loaned to laboratories for reproduction and on film borrowed from NARS		

TABLE 95-2 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
22	film control records	records used to control motion picture film within the USAF Central Audiovisual Depository such as master cards, retention cards, film cutter records, footage reports, inventory change records, shelf lists, classification/downgrading records, withdrawal records, shipping control records and similar records	at USAF Central Audiovisual Depository	destroy after 2 years, or when no longer required, whichever is sooner.
23		locator cards		
<del>24</del>	<del>Congressional disposition schedules</del>	<del>directives and schedules governing motion picture film disposition</del>		retain throughout the life of the USAF Central Audiovisual Depository; then request disposition instructions, through channels, from HQ USAF/DAD (note 4).
25	card catalogs and locator aids	project number cards and title cards		
26		film number, subject, and categorical index cards and master archival records of films retained in the USAF Central Audiovisual Depository		retain until the film is destroyed or transferred to another agency (note 2).
24	<i>Records disposition schedules</i>	<i>directives and schedules governing motion picture film disposition</i>		<i>Destroy or dispose of records of films, or when no longer needed.</i>

TABLE 95-2

Notes:

1. (No change)
2. The USAF Central Motion Picture Depository retains until no longer needed, then recommends HQ USAF/DAD offer to the National Archives. Offers should be chronological segments or within logical file arrangement. HQ USAF/DAD provides disposition instructions on unaccepted offers.
3. (No change)
4. Include a full description of the subject matter, nature, and quantity of material on hand in requests for disposition instructions. *These records have the same <sup>ultimate</sup> disposition criteria as the original records to which they relate.*