

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Air Force
undeposited
3 items*

LEAVE BLANK

DATE RECEIVED

JOB NO.

18 JUL 1973

01742 008

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303o the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.

8-8-73 *James B. Rhoads*
Date Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. E.F. Villiard

5. TEL. EXT.
11/29239

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11 JUL 1973

R. E. Reilly
(Signature of Agency Representative)

R. E. REILLY, Chief
Documentation Management Branch
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 (Applicable Air Force-wide)</p> <p>This proposed change to AFM 12-50 reduces the retention period for certain motion picture documentation from "permanent" to 20 years after production or acceptance by the Air Force.</p> <p><u>JUSTIFICATION:</u> This recommendation was initiated as a result of a survey made by the Office of Records Management, National Archives, to determine what records in the Federal Records Centers should be placed in the Archives for permanent retention. Experience to date indicates that a 20 year retention period is adequate. A revised draft of AFM 12-50, table 95-2, rules 10, 12, and 14, is attached.</p> <p>Disposal is approved pending HAO concurrence. J.L.W. 3 Aug 1973</p>	<p>NN- 170-33 (T95-2)</p>	

TABLE 95-2

MOTION PICTURE PHOTOGRAPHY

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	official record photography			★ forward under AFRs 95-2 and 95-14 to AAVS/DOSD Norton AFB CA 92409. (notes 1 and 2)
1.1 ★	educational television (ETV) official record documentation			
2	official release prints	all prints distributed through the AF Audio Visual Library System under AFM 95-4		do not dispose of without authority of AF Central AV Library.
3	copies of material which has been forwarded to the USAF Central Motion Picture Depository (CMPD)	master positives, duplicate negatives, or prints		destroy or salvage when purpose has been served (except rule 2).
4	local interest photography	subject matter not appropriate for preservation	films exposed for base information service, local television news programs, and other purely local interest purposes	
5	film produced in testing film or photographic equipment or in training photographers			
6	photography produced by other agencies	prints no longer useful or not pertinent to AF activities		
7	original photography which is unusable because of inferior quality			
8	film requiring emergency disposal			see paragraph 4-5.

10 January 1979

AFM 12-50 (G11)

Proposed Changes

AFM 12-50 (G11)

TABLE 95-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
9	photographic artwork	drawings, animations, cartoons, titles, and selected mounted photographs covered with acetate foil on which pertinent instructions are written	used for film strip and motion picture illustrations	salvage for other uses, or destroy after completion of project.
10	commercial projects	requests for production; outlines and/or treatments; final scripts; talent releases; music rights and cue sheets; reports on final conference, progress, status, performance, crew, travel and temporary duty; certificates for authorized changes and script coverage; production contracts; supplemental agreements; change orders; authorizations for payment; and notices of final payment of the contract	at HQ USAF, MAJCOMS, and major subordinate commands	destroy 20 years after motion picture is accepted by Air Force.
11			below major subordinate commands	destroy 6 years after final payment for projects (Exception: Retain one copy of final script, talent releases, and music rights until final disposition of related films.)
12	in-service production records	documentation pertaining to preparation of complete motion picture film or film-strip subjects for use in training, orientation, indoctrination, and public information; original requests and formats, approvals, production assignment, approved scripts, correspondence regarding production, final approval, and initial release print requirements	at HQ USAF, MAJCOMS, and major subordinate commands	destroy 20 years after production of the motion picture.
13			below major subordinate commands	destroy 2 years after completion of project.
14	in-service project records	documentation pertaining to assignment of AF units for photography, varying from a few shots to several reels; re-	at HQ USAF, MAJCOMS, and major subordinate commands	destroy 20 years after production of the motion picture.

Exception: Retain all documentation on films that have been turned over to the National Archives or are designated to be offered to the National Archives.)

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15	quests for photography, letters of assignment, and project status reports (see rule 12 for preparation of complete subjects)	below major subordinate commands	destroy 2 years after completion of project.
16	instrumentation film		see table 80-3.
17	film salvage or destruction	documents relating to destruction or salvage of film and film strips, e.g., notices or certificates of destruction	destroy after 2 years.

★ Notes: 1. Report any motion picture collection not covered in this table to HQ USAF/DAD for appropriate disposition instructions.

2. USAF Central Motion Picture Depository will retain until no longer needed, then recommend to HQ USAF/DAD that they be offered to the National Archives for preservation. If offer is not accepted, HQ USAF/DAD will provide disposition instructions.

10 January 1972

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