

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 3/1/79
LEAVE BLANK

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

JOB NO
NCI-AU-79-33

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED **1 MAR 1979**

Department of the Army

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

The Adjutant General's Office

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

P. Burnam

693-1937

1-8-80
Date *acting* *James P. O'Neil*
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 11 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 22 FEB 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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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
	<p>Audiovisual Records, AR 340-18-10</p> <p>Background: As a result of the NARS survey of the Army, we have reviewed our disposition standards for audiovisual material that are contained in the AR 340-18 series. These standards have been revised and consolidated into one grouping which we plan to publish as a subfunctional category to AR 340-18-10. The attached proposed standards will supersede file number 412-13, AR 340-18-4; file number 704-02, AR 340-18-7; File numbers 1020-01 through 1020-09, AR 340-18-10; file numbers 1107-01 through 1107-23, AR 340-18-11; and file numbers 1304-18 through 1304-20, AR 340-18-13.</p>		43 items

Copy to agency, NNV, NNM, NNT, and NNB. 1/4/80

Closed-1-18-80

1020 Training and Audiovisual Program Files

These files relate to the management, administration, and operation of the Army Training and Audiovisual Support program. This program includes the production, utilization, and distribution of audiovisual products, graphic aids, and training devices. Audiovisual products include such items as still pictures, motion pictures, video recordings, sound recordings, and posters.

<u>File No.</u>	<u>Description</u>	<u>Disposition</u>
1020-01	Training and Audiovisual Program Files. Documents relating to the formulation of annual programs for the development, production, and procurement of training and audiovisual products. Included are graphic aids development programs, lists of approved training devices and audiovisual products, and related documents.	Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 2 years.
1020-02	Training and Audiovisual Product Control Files. Documents relating to requirements, justifications, and approvals for the development, production, and procurement of Department of the Army training devices and audiovisual products. Included are training devices development and production requirement reports, documents reflecting annual and special audiovisual production requirements, approvals and disapprovals, recommended development priorities, procurement acceptances and waivers, coordination actions, and related documents.	Offices performing Army-wide responsibility: Destroy after 10 years. Other offices: Destroy after 2 years.
1020-03	Audiovisual Facility Establishment Files. Documents relating to the approval or disapproval of the establishment, reclassification, or discontinuance of still picture, motion picture, and television facilities and audiovisual support centers. Included are request for establishment, reclassification, or	Office responsible for approval and offices of Hqs of major intermediate commands: Destroy 5 years after discontinuance of the

1020-03
Cont'd

discontinuance; justification data; papers reflecting authorization or disapproval; and documents approving additional audio-visual.

*Note. Documents created by offices requesting establishment, reclassification, or discontinuance are organization planning files as described in AR 340-18-2.

facility or disapproval of establishment.

Other reviewing and commenting offices: Destroy after 2 years.

~~1020-04 Training Device Files. Documents relating to the design and construction of three dimensional training devices by training and audiovisual support centers, subcenters, and other installations and activities concerned with the development of Department of the Army training devices. Included are studies on training devices; plans, specifications, drawings, photographs, and photostats of models, miniatures, cut-aways, and devices; and similar or related documents.~~

~~Permanent.~~

[Deleted by R. Wire
per P. Burnam, 11/29/79]

1020-05 Local Training Devices and Graphic Aid Files. Training devices developed or produced at schools, and installations for local use only, and not approved for distribution outside the installation, school, or service at which the aid is required, except material furnished nonresident students of service schools. Included are graphic training aids, such as charts, diagrams, maps, and illustrations; locally fabricated training devices, transparencies, and other reproductions of the aforementioned material; such as instructional notes, illustrative problems, practical exercises; advanced sheets and checklists and related correspondence and comparable materials used in presentation of the subject and completion of training by resident and nonresident students.

Destroy when superseded, obsolete, or no longer needed for reference.

- 1020-06 Local Training Device and Graphic Aid Work Order Files. Documents reflecting request for construction or manufacture of local training aids. Included are work orders, cost estimates and data, sample illustrations, photographs, clippings, correspondence, and related documents. Destroy 1 year after completion of the related work.
- 1020-07 DA and Recruiting Command Graphic Aid Files. Documents used for advertising the Army recruiting program and for assisting instructors and commanders in the administration of military training. Included are record copies of recruiting posters and Department of the Army graphic training aids such as charts, posters, illustrations, diagrams, and related documents. Permanent. Retire to the Commander, Training Support Center, ATTN: ATTSC-TP-TM, Tobyhanna, PA 18466, ~~for subsequent offer to NARS.~~ [R.W. per P.B. 11/29/79]
- 1020-08 Audiovisual Technical Assistance Files. Documents reflecting technical advice and assistance provided on existing or proposed audiovisual services, systems, facilities, equipment, operations, and techniques, but not papers of a directive or regulatory nature. Included are comments or recommendations concerning audiovisual research and development projects and proposals, advice on the application of audiovisual systems for training or other purposes, reports of technical visits and inspections, and related papers. Office performing Army-wide technical responsibility: Destroy after 5 years. Other Offices: Destroy after 2 years.
- 1020-09 Audiovisual Management Reporting Files. Reports containing management data on audiovisual activities such as still photography, TV and motion picture services and production status, and other audiovisual services. Included are individual and consolidated management data base reports. Destroy after 3 years.

- 1020-10 Audiovisual Product Loan Files. Documents used to request and loan audiovisual products. Included are loan orders, issue and turn-in slips, and related documents. Destroy 1 year after turn-in of audiovisual product.
- 1020-11 Audiovisual Equipment Loan Files. Documents used to request and loan audiovisual equipment and devices. Included are loan requests, issue and turn-in slips, and related documents. Destroy 1 year after turn-in of audiovisual equipment.
- 1020-12 Booking Files. Documents used to record booking commitments for audiovisual products. Included are booking requests and related documents. Destroy when no longer required for current operations.
- 1020-13 Audiovisual Product Inventory and Utilization Files. Cards containing data on audiovisual products in inventory, such as number of prints on hand, number of showings, and attendance. Destroy 1 year after card is filled.
- 1020-14 Audiovisual Work Order Files. Documents used to request audiovisual work and record work performed. Destroy after 1 year.
- 1020-15 Audiovisual Project Case Files. Documents relating to audiovisual productions authorized under the Department of ~~the~~ ~~Defense~~ ~~Army~~ Audiovisual Production Program and other productions. Included are audiovisual requirements, plans, scripts, invasions of privacy, copyrights, other required clearances or release and all other papers related to the production..
 Note: This FN directly relates to audiovisual products covered in FN's 1020-16, 1020-17, 1020-18, 1020-19, and 1020-10. Case files relating to products listed in FN 1020-16, 1020-17, 1020-19, and 1020-20 as permanent. Retire to the indicated Audiovisual Records Center along with the product, for subsequent offer to NARS. Other case files: Destroy along with the audiovisual product when no longer needed for administrative uses.
- [Amended by R. Wire per P. Burnam
 11/29/79]

1020-16 Still Picture Files. Documents consisting of still photographs, slide sets, filmstrips, and related documents produced in house or by contract.

a. Still Pictures that depict programs and projects having an impact on National or Army policy; the President of the United States or a family member; the readiness posture of units; major military operations, campaigns, exercises, and maneuvers; construction of major systems; significant research, development, test, and evaluation projects; and events or phenomena which are significant or of historical importance.

[RAW. per P.B. 11/29/79]

[RAW. per P.B. 11/29/79]

b. Still Picture original negatives and prints depicting other matters, and related indexes or finding media.

[Amended by R. Wire per
P. Burnam 11/29/79]

~~Original negative and
one captioned print or
original captioned
color transparency,
original negative
original transparen-
cy plus one cap-
tioned print, rela-
ted indexes or
finding media, and
project case file
described in
FN 1020-15: Perma-
nent.~~

Retire still photo-
graphs and support-
ing documents to US
Army Audiovisual
Center (USAAVC),
Washington, DC
20310, for subsequent
offer to NARS.

Retire slide sets,
filmstrips, and
supporting
documents to
Commander, Training
Support Center,
ATTN: ATTSC-IP-TM,
Tobyhanna, PA
18466, for subsequent
offer to NARS.

Other negatives and
prints: Destroy
when superseded or
obsolete.

Destroy along with
the related project
case file described
in FN 1020-15, when
no longer needed
for administrative
uses.

c. Copies of still pictures that are included as part of another project file, case file, report, or similar record.

Dispose of IAW the disposition standard applicable to the records of which they are a part.

d. Still picture negatives and prints that are faulty or technically poor photography.

Destroy when no longer required.

1020-17 Motion Picture Files. Motion picture films depicting programs and projects having an impact on National or Army policy; the President of the United States or a family member; the readiness posture of units; major military operations, campaigns, exercises, and maneuvers; construction of major structures or systems; significant research and development test and evaluation projects; recruiting programs; material used in institutional and general Army training; and events or phenomena which are significant or of historical importance produced in-house or by contract.

~~a. Motion picture films produced primarily for distribution to other Army Agencies.~~

~~a. Motion picture films produced for internal Army or Department of Defense use, for distribution to other Government agencies, or for release to the public.~~

Original Negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print along with the project case file described in FN 1020-15: Permanent. Retire to

[Amended by R. Wire per P. Bornam,
11/29/79]

the Commander,
Training Support
Center,
ATTN: ATTSC-TP-TM,
Tobyhanna, PA
18466, ~~for subsequent
offer to NARS.~~
Other copies: De-
stroy when super-
seded or obsolete.

[R.W. per P.B. 11/29/79]

~~b. Motion picture films produced pri-
marily for Internal Army use.~~

~~b. Documentary motion picture footage
produced primarily for internal Army or
Department of Defense use.~~

[Amended by R. Wire per P. Burnam
11/29/79]

Original negative or
color original plus
sound and a projec-
tion print along
with the project
case file described
in FN 1020-15:
Permanent. Retire
to the Commander,
Training Support
Center,
ATTN: ATTSC-TP-TM,
Tobyhanna, PA
18466, ~~for subsequent
offer to NARS.~~
Other copies: De-
stroy when super-
seded or obsolete.

c. Motion picture films procured from
commercial sources for Army use.

(Two projection prints
if available; other-
wise)

[Amended by R. Wire per
P. Burnam 11/29/79]

One projection print
along with the
project case file
described in
FN 1020-15: Per-
manent. Retire to
the Commander,
Training Support
Center,
ATTN: ATTSC-TP-TM,
Tobyhanna, PA
18466, ~~for subsequent
offer to NARS.~~

Other Copies: Destroy when superseded or obsolete.

d. Unedited outtakes and trims, the discards of film productions, which have been appropriately arranged, labeled, and described.

Original negative or color original and a work print: Permanent. Retire to the Commander, Training Support Center, ATTN: ATTSC-TP-TM, Tobyhanna, PA 18466, ~~for subsequent offer to NARS.~~

[R.W. per P.B. 11/29/79]

e. Motion picture films resulting from a visual or electronic transfer of video recordings.

One projection print along with the project case file described in FN 1020-15: Permanent. Retire to the Commander, Training Support Center, ATTN: ATTSC-TP-TM, Tobyhanna, PA 18466, ~~for subsequent offer to NARS.~~

[R.W. per P.B. 11/29/79]

Other copies: Destroy when superseded or obsolete.

f. Motion picture film prints or copies that are included as part of a project file, case file, report, or a similar record.

Dispose of IAW the disposition standard applicable to the records of which they are a part.

1020-18 Motion Picture Files. Motion picture films depicting matters or subjects other than those covered in FN 1020-17 produced in-house or by contract.

Destroy along with the project case file described in FN 1020-15, when no longer needed for administrative

uses. Except, motion pictures included as part of a project file, case file, report, or a similar type record will be disposed of IAW the disposition standard applicable to the records of which they are a part.

1020-19 Video Recording Files. Documents consisting of video recordings and related documents produced in-house or by contract.

[Amended by R. Wire per P. Burnam 11/29/79]

~~and one dubbing~~
Master copy along with the project case file described in FN 1020-15: Permanent. Retire to the Commander, Training Support Center, ATTN: ATTSC-TP-TM, Tobyhanna, PA 18466; for subsequent ~~offer to NARS~~

a. Video recordings depicting programs and projects having an impact on National or Army policy; the President of the United States or a family member; the readiness posture of units; major military operations, campaigns, exercises, and maneuvers; construction of major structures or systems; significant research and development test and evaluation projects; recruiting programs; material used in institutional and general Army training; and events or phenomena which are significant or of historical importance.

Other Copies: Destroy when superseded or obsolete.

b. Video recordings depicting matters or subjects other than those described above.

Destroy along with the project case file described in FN 1020-15, when no longer needed for administrative uses.

c. Video recordings produced from original broadcast signal protected by copyright.

Dispose of IAW copyright law for off-air recordings.

d. Video recordings that are included as part of a project file, case file, report, or a similar type record.

Dispose of IAW the disposition standard applicable to the records of which they are a part.

1020-20 Sound Recording Files produced in-house or by contract.

a. Sound recordings pertaining to programs and projects having an impact on National or Army policy; ~~the President of the United States or a family member; the readiness posture of units; major military operations, campaigns, exercises, and maneuvers; development of major systems; significant research and development tests and evaluation projects; recruiting programs; material used in institutional and general Army training; and events that are significant or of historical importance.~~

[Amended by R. Wire per P. Burnam 11/29/79]

b. Sound recordings pertaining to matters that do not meet the above criteria.

c. Copies of sound recordings that are included as part of a project file, case file, report, or a similar type record.

~~and one dubbing~~
Master or original along with the project case file described in FN 1020-15: Permanent. Retire to the Commander, Training Support Center, ATTN: ATTSC-TP-TM, Tobyhanna, PA 18466. ~~for subsequent offer to NARS.~~

Other copies: Destroy when superseded or obsolete.

Destroy, along with the project case file described in FN 1020-15, when no longer needed for administrative uses.

Dispose of IAW the disposition standard applicable to the records of which they are a part.