

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 1/18/79

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

1 FROM (AGENCY OR ESTABLISHMENT)
Office of the Secretary of Defense

2 MAJOR SUBDIVISION
Washington Headquarters Services

3 MINOR SUBDIVISION
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
J. E. Haines

5. TEL EXT
695-0970

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JOB NO
NCL-330-79-6

DATE RECEIVED
18 JAN 1979

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-2-80 *James P. O'Neil*
Date Acting 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 1 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 12 Jan 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash	E. TITLE OSD Records Administrator
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Addition to OSD Admin. Inst. No. 15		8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
705-07		AUDIOVISUAL MANAGEMENT		
705-07.1		Records relating to the initiation, development and implementation of policies, guidelines, and standards for audiovisual management. Permanent. Transfer to WNRC when obsolete or no longer required for reference 10 years old. Offer to NARS when 15 years old.		
705-07.2		Documents relating to requirements, acquisition, utilization and disposition of audiovisual products and productions. Transfer to WNRC when 5 years old. Destroy when 20 70 years old. except, (b) those documents regarding the disposition of archival permanent products should similarly be permanent.		
705-07.3		Records relating to management inspection of Defense audiovisual activities. Transfer to WNRC when superseded by a new inspection. Destroy 10 5 years later after supersession by new inspection.		
705-07.4		Records relating to audiovisual resources. Equipment and facility reports; standards; authorization, consolidation and elimination documents. Annual Audiovisual (AV) Report (completed DD Form 2054). Transfer to WNRC when 5 years old. Destroy when 20 50 years old.		4 items

115-107 OSD concurs in changes made hereon.
Haines/OSD; RCT/NARS-NCD, 12/21/79.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Copy to agency
11/18/79
close out 1/9/80