

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-90-91-2

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

DATE RECEIVED

2-19-91

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of Health and Human Services

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

Office of the Assistant Secretary for Health

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Johanna O. Bonnelycke
Johanna O. Bonnelycke

2
443-2055

2/26/91

[Signature]

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

2/14/91

Alvin B. [Signature]

HHS Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

12

To amend Item 12 of NCI-90-76-3 (approved 5/28/76) to include films, audio tapes, and video tapes.

12. Public Affairs:

See attached.

Copies sent to agency, NN-W, NNS, NNS7 2/26/91

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH

Amendment to Item 12 of NCI-90-76-3:

12. Public Affair Records: Complete sets of formal informational releases and publications such as press releases, press conference transcripts, official speeches, graphic progress presentations; films; photographs; audio and video tapes; and indexes thereto. Each OASH Staff Office that maintains the original copy of the material is the office of record.

Authorized Disposition:

A. Office of Record:

1. ~~Textual (paper records): PERMANENT. Cut off annually. Transfer to WNRC when 4 years old or when no longer needed for administrative purposes, whichever is sooner. Transfer to National Archives when 10 years old.~~

NCI 90-76-3

2. Audio-Visual Records: For audio-visual records scheduled for permanent transfer to the National Archives, the following elements should be transferred, where available:

Still photographs: original negative and a captioned print and an additional negative in the case of color photographs.

Color transparencies and slides: original and one duplicate.

Slide sets or film strips: two copies plus two copies of accompanying audio recordings or scripts.

a. Still Photographs:

→ See INSERTED LANGUAGE ON PAGE (1A)

(1) Official portraits of senior agency officials; photographs produced or collected for use in agency publications, exhibitions, or other media productions; documentary photographs; photographs that depict the mission of the office; and slides or filmstrip programs that depict the mission of the office; and related finding aids such as indexes or title lists where they exist.*

Disposition: PERMANENT. Cut off file annually. Transfer to the National Archives via an SF 258 when 8 years old or when no longer needed for administrative purposes, whichever is sooner.

* see Extension on Page 1A.

Insert under "Slide sets . . ."

Motion pictures: For produced films, an original negative or color original plus separate soundtrack, and intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or video recording. For acquired films two projection prints or one projection print and a video recording.

Video recordings: The original or earliest generation and a dubbing, if one exists.

Disk recordings: The master tape, matrix, or stamper, and one disc pressing.

Magnetic sound recordings: The original or earliest generation of the recording and a dubbing, if one exists.

* Extension to language on finding aids for permanent audiovisual records.

"title lists, and the like in electronic or paper form, where they exist. In addition, production records, including contracts, directly bearing on the origin, acquisition, release, or ownership of the photographs should be included in the transfer."

All Addenda ^{& pencil changes} approved by Johanna Bonnehycke, PHS R/b, telephonically, as not substantively changing job.
Marc Wolff
NRC 1/31/92

(2) All other still photography.

Disposition: Temporary. Cut off annually. Destroy when 3 years old or when no longer needed for administrative purposes, whichever is sooner.

b. Graphic Arts:

(1) Posters distributed agency-wide or to the public.

Disposition: PERMANENT. Transfer two copies to NARA upon publication.

(2) All other graphic art, and excess copies of published posters.

Disposition: Temporary. Cut off annually when discontinued, superseded, or no longer needed. Destroy when 3 years old.

c. Motion Pictures:

(1) Agency-sponsored informational, educational films intended for public distribution; agency-sponsored television news releases and information reports; agency-sponsored television public service or spot announcements; films produced under grant that are submitted to the agency; films acquired from outside sources that document or are used to carry out agency programs, other than those acquired for personnel and management training; unedited footage created during the course of an agency-sponsored production that shows unstaged unrehearsed events of historical interest; and related finding aids such as indexes or title lists where they exist.* *see extension on page 1A.*

Disposition: PERMANENT. Cut off file annually. Transfer to the National Archives via an SF 258 when 8 years old or when no longer needed for administrative purposes, whichever is sooner.

RECORDS FOUND TO BE DUPLICATIVE, FRAGMENTARY OR DISPOSABLE UNDER THE GDS OR A PREVIOUSLY APPROVED NARA JOB.

(2) All other motion pictures.

Disposition: Temporary. Cut off annually. Destroy when 3 years old or when no longer needed for administrative purposes, whichever is sooner.

May be destroyed during archival processing without further notification to the agency.

d. Video Recordings:

(1) Agency-sponsored informational, educational films intended for public distribution; agency-sponsored television news releases and information reports; agency-sponsored television public service or spot announcements; films produced under grant that are submitted to the agency; films acquired from outside sources that document or are used to carry out agency programs, other than those acquired for personnel and management training; recordings of public meetings or speeches, guest speakers, and testimony of agency officials before Congress and at other hearings; media appearances by top agency officials; documentary records shot for factfinding; and related finding aids such as indexes or title lists where they exist.*

Disposition: PERMANENT. Cut off file annually. Transfer to the National Archives via an SF 258 when 8 years old or when no longer needed for administrative purposes, whichever is sooner. RECORDS FOUND TO BE DUPLICATIVE, FRAGMENTARY, OR DISPOSABLE UNDER THE GRS OR PREVIOUSLY APPROVED NARA JOB MAY BE

(2) All other video recordings.

DESTROYED DURING ARCHIVAL PROCESSING WITHOUT FURTHER NOTIFICATION TO THE AGENCY.

Disposition: Temporary. Cut off annually. Destroy when 3 years old or when no longer needed for administrative purposes, whichever is sooner.

e. Sound Recordings:

(1) Agency-sponsored radio programs intended for public broadcast, news releases and information programs; public service or spot announcements; recordings of public meetings or speeches, guest speakers, and testimony of agency officials before Congress and at other hearings; media appearances by top agency officials; documentary recordings for factfinding; and related finding aids such as indexes or title lists where they exist.*

Disposition: PERMANENT. Cut off file annually. Transfer to the National Archives via an SF 258 when 8 years old or when no longer needed for administrative purposes, whichever is sooner. RECORDS FOUND TO BE DUPLICATIVE, FRAGMENTARY, OR DISPOSABLE UNDER THE GRS OR A PREVIOUSLY APPROVED NARA JOB MAY BE

(2) All other sound recordings.

BE DESTROYED WITHOUT FURTHER NOTIFICATION TO THE AGENCY.

Disposition: Temporary. Cut off annually. Destroy when 3 years old or when no longer needed for administrative purposes, whichever is sooner.

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B. All OASH Offices That Are Not The Office Of Record:

Textual and audio-visual records.

Disposition: Temporary. Destroy when 1 year old.

C. Office of Management, Administrative Services Center:

The Technical Services Branch maintains a file of historical photographs and lantern slides. These materials are being digitized and prepared for transfer to the National Archives.

Disposition: PERMANENT. Transfer the original and one digitized copy to the National Archives beginning in 1994.



Paris Pacchione
Chief, Technical Services Branch

Date: 9/30/91