**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
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<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>Historically Significant Video Tapes of the Attorney General</td>
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**115-109 PREVIOUS EDITION NOT USABLE**

**STANDARD FORM 115 (REV 3-91)**

Prescribed by NARA 36 CFR 1228
Historically Significant Video Tapes of the Attorney General

Records that document significant moments in the Department's history and/or noteworthy Departmental accomplishments, and records that were made to assist Departmental offices in performing more routine functions

EXCLUDING audiovisual records of subject matters specifically described in other NARA-approved records series items, such as litigation case files, investigative case files, etc. This schedule also excludes recordings of proceedings of Presidential commissions and other executive commissions. NOTE: Recordings of Presidential and other executive commissions are not covered by this schedule. Such records are usually appraised as permanent, and they must be described on an SF 115 submitted to NARA for final disposition approval.

1. Video Recordings

a. Historically Significant Video Recordings and Related Documentation
These records document significant moments in the Department's history and/or noteworthy Departmental accomplishments. These records also contain records that were made to assist Departmental offices in performing more routine functions, such as training. They may be accompanied by written documentation. This series contains descriptive information about the related audiovisual records, including title/subject, name and date. Note: Includes events and activities attended by the Attorney General (AG), Deputy Attorney General (DAG) and Associate Attorney General (ASG).

Permanent: Cut off at the end of the calendar year in which the event occurs. Transfer master recording and related documentation to the National Archives 7 years after cutoff.

b. Routine Legacy Video Recordings and Related Documentation
These records contain moving images that were made to assist Departmental offices in performing routine business functions or to commemorate routine occasions. Typical examples of moving images include, but are not limited to routine meetings and award presentations, training and informational sessions, and retirement ceremonies.

Temporary: Destroy immediately.