

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-306-86-1	DATE RECEIVED 10-3-85
1. FROM (Agency or establishment) United States Information Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Programs		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Press and Publication Service, Photo Library			
4. NAME OF PERSON WITH WHOM TO CONFER Susan P. Gandy John Davenport	5. TELEPHONE EXT. 485-7502	DATE 3-7-86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>
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 4 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 9/25/85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan P. Gandy</i>	D. TITLE Management Analyst Records Management Staff
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	Photo Library Records Schedule		
1.	Master File Photographs - Color and black and white photographic prints acquired or produced by USIA for use in its information programs. Disposition: Permanent. Transfer inactive photographs, which are at least 20 years old, to the National Archives once every 5 years. Volume on hand: 488 cubic feet Annual accumulation: 16 cubic feet	NC1-306- 80-3 Item 1	All changes to this proposed schedule have been approved by: <i>Susan P. Gandy</i> 10/2/85 Date Agency Representative Date Date Agency Representative Date
2.	Original and copy negatives and transparencies of photographs in the Master File. Disposition: Permanent. Transfer to the National Archives with the related prints. Volume on hand: 114 cubic feet Annual accumulation: 1 cubic feet	NC1-306- 80-3 Item 2	
3.	Indexes to Master File Photographs: a) Index cards arranged alphabetically by subject.	NC1-306- 80-3 Item 3 11 items	

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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>Disposition: Permanent. Transfer to the National Archives with the related photographs.</p> <p>Volume on hand: 15 cubic feet Annual accumulation: 1 cubic feet</p> <p>b) Index cards arranged numerically (shelf list cards).</p> <p>Disposition: Permanent. Transfer to the National Archives with the related photographs.</p> <p>Volume on hand: included in above Annual accumulation:</p> <p>c) Logbooks of Master File Photographs, arranged numerically, showing title and subject matter of photographs entered in the master file, date of acquisition, and disposition actions.</p> <p style="text-align: right;">in accordance with 36 CFR 1230.</p> <p>Disposition: Permanent. Microfilm the logbooks, Transfer a silver halide microfilm copy of the logbooks dated 1948-1976 to the National Archives in 1986. Transfer updated microfilm copies of the logbooks which are at least 20 years old, showing subsequent annotations and transfers of photographs, at ten year intervals thereafter. Transfer the original logbooks (paper) when all the photographs listed in a book have been transferred.</p> <p>Volume on hand: Annual accumulation: 1 cubic foot</p>		
4.	<p>Photographs used in the production of USIA World and predecessor or successor "house" periodicals.</p> <p>Disposition: Permanent. Transfer to the Federal Records Center in annual blocks when 3 years old. Transfer to the National Archives in 5 year blocks when 10 years old; e.g., transfer 1971-75 block in 1986.</p> <p>Volume on hand: 5 cubic feet Annual accumulation: 1 cubic foot</p>	NC1-306- 80-3 Item 4	

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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
5.	<p>Albums - Photograph albums prepared to document trips to the U.S. by heads of state and other foreign dignitaries, and trips abroad by U.S. presidents and other officials.</p> <p>Disposition: Permanent. Transfer to the Federal Records Center in annual blocks when 5 years old. Transfer to the National Archives in 5 year blocks when 15 years old.; e.g., transfer 1966-70 block in 1986, 71-75 block in 1991, etc.</p> <p>Volume on hand: 12 cubic feet Annual accumulations: 1 cubic foot</p>	NC1-306- 80-3 Item 5	
6.	<p>Staff and Stringer photo coverage. Photographic coverage of events and personalities by Agency or contract personnel.</p> <p>a) Coverage which depicts significant events, personalities, and other subjects relating to the activities of the Agency in particular and American history in general, and which includes both photographic prints and negatives or transparencies</p> <p>Disposition: Permanent. Transfer to the Federal Records Center in annual blocks 5 when years old; Transfer to the National Archives in 5 year blocks when ten years old.</p> <p>Volume on hand: 28 cubic feet Annual accumulation: 3 cubic feet</p> <p>b) Coverage which depicts insignificant events, personalities or other subjects, or which includes prints but does not include negatives or transparencies.</p> <p>Disposition: Destroy when ten years old.</p>	NC1-306- 80-3 Item 6	
7.	<p>Logbooks and other finding aids to Staff and Stringer coverage, annotated to show disposition of photographs.</p> <p>Disposition: Permanent. Transfer to the National Archives</p>		

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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
	with the photographs for the years covered by the logbook or index. Volume on hand: Annual accumulation:		
8.	Oversize photographs - Duplicates of photographs in the Master File. Disposition: Destroy when 20 years old or when no longer needed, whichever is sooner.	NC1-306-80-3 Item 7	
9.	Photographs used in the production of America Illustrated and other Agency program publications. (These are duplicates of photographs in the Master File.) Disposition: Transfer to the Federal Records Center 5 years after year of publication. Destroy 10 years after year of publication.	NC1-306-80-3 Item 8	
10.	Picture Story File. Texts, research material, correspondence, photographs, etc., (exclusive of copyright releases) of picture stories produced by the Agency. (Photographs are duplicated in the Master File.) Disposition: Destroy 12 years after year in which produced.	NC1-306-80-3 Item 9	
11.	Un-numbered or unused photographs filed under general categories and all other photographs not described above. Disposition: Destroy when 10 years old or no longer needed for program or reference purposes.	NC1-306-80-3 Item 12	