

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N1-306-87-1**

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

DATE RECEIVED **2-26-87**

1. FROM (Agency or establishment)

U.S. Information Agency

2. MAJOR SUBDIVISION

Television and Film Service

3. MINOR SUBDIVISION

International Communication Media Staff

4. NAME OF PERSON WITH WHOM TO CONFER

Retta H. Graham-Hall

5. TELEPHONE EXT.

485-7501

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE ARCHIVIST OF THE UNITED STATES

12/9/87 *Claudia F. Meier*

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 10 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
2/17/87	<i>Retta H. Graham-Hall</i> Retta H. Graham-Hall	Records Management Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p>Records of the Film Festivals Staff</p> <p>The International Communication Media Staff for 34 years, since the establishment of USIA in 1953, at the request of the Department of State has coordinated U.S. government participation in Film and Television events held abroad. The office also acts as a liaison between the Agency and other government agencies, and the various elements of the private sector audio visual industry, which includes such organizations as the Academy of Motion Picture Arts and Sciences, Motion Picture Association of America, The Council on International Nontheatrical Events, etc., and many individual film and television production and distribution organizations, both in the U.S. and abroad.</p> <p>1. FILM FESTIVAL COUNTRY FILES</p> <p>DESCRIPTION: Case files relating to international film festivals in which the USG participates. Files contain entry forms and regulations for the festival; lists of possible candidates, and informal notes on films considered; communications with the posts; completed entry forms; dubbing and shipping orders; effectiveness report from post, if received.</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>DATES: 1970 - present.</p> <p>ARRANGEMENT: By year, then geographically, then by festival name.</p> <p>VOLUME: .14 cubic feet (7 legal size file drawers).</p> <p>DISPOSITION: Screen files annually. Destroy routine correspondence, general background and administrative material when 3 years old. Transfer final reports and supporting documents, including records of awards received to Festival Report file.</p>		
2.	<p>FESTIVAL REPORT FILES</p> <p>DESCRIPTION: Screened festival case files - contain primarily final (effectiveness) reports and synopsis of festival.</p> <p>DATES: 1948 - 1986</p> <p>ARRANGEMENT: By region, then by country</p> <p>VOLUME: (3 drawers) 6 cu. ft.</p> <p>DISPOSITION: Permanent. Cut off annually. Transfer to NARA when 20 years old in 5-year blocks.</p>		
3.	<p>AMBASSADORIAL SCREENING PROGRAM and SEPARATE FEATURE FILMS</p> <p>DESCRIPTION: General files related to the circulation of U.S. features to posts abroad. Includes offering and requesting cables, shipping orders, a few effectiveness reports from posts, etc.</p> <p>DATES: 1975 to present.</p> <p>ARRANGEMENT: By year, then by post and title of film</p> <p>VOLUME: 2 cubic feet (1 legal drawer).</p> <p>DISPOSITION: Cut off annually. Destroy when 3 years old.</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 3 10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
4.	<p>"PROBLEM FILMS", CASE FILES</p> <p>DESCRIPTION: Case files on U.S. commercially released films which are identified by the film staff as inappropriate for Agency promotion abroad through the USIS film screening program. Files include published film reviews, reports by the staff, and cables to and from posts, including advice to PAOs.</p> <p>DATES: 1971 to present</p> <p>ARRANGEMENT: Alphabetically by title of film.</p> <p>VOLUME: 1 cubic foot (1 legal file drawer).</p> <p>DISPOSITION: Permanent. Transfer to the National Archives in 5 year blocks when 20 years old, e.g. 1971-76 in 1996.</p>		
5.	<p>COUNCIL ON INTERNATIONAL NON-THEATRICAL EVENTS (CINE) FILES</p> <p>DESCRIPTION: Correspondence re: meetings, awards, festival entries, etc. CINE is a private sector committee, a USIA grantee organization, which sponsors the Golden Eagle awards for Government and non-government produced films. Also includes files on universities.</p> <p>DATES: 1956 - present</p> <p>ARRANGEMENT: By year</p> <p>VOLUME: 6 cubic feet (3 legal drawers).</p> <p>DISPOSITION: Cut off files annually. Destroy when 5 years old.</p>		
6.	<p>DOMESTIC ORGANIZATIONS FILES</p> <p>DESCRIPTION: Routine correspondence relating to domestic film organizations and events. Includes material relating to meetings, membership, students, Oscar-winners, etc.</p> <p>DATES: 1957 - present</p> <p>ARRANGEMENT: Alphabetically by name of organization, and then by year.</p>		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 4 10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>VOLUME: 8 cubic feet (4 legal drawers).</p> <p>DISPOSITION: Destroy when 3 years old.</p>		
7.	<p>COUNTRY FILE</p> <p>DESCRIPTION: Routine correspondence which is not directly related to a particular festival. Includes communications from posts concerning films used in country programming, Ampart observations on films, effectiveness reports, recommendations on useful films, etc.</p> <p>DATES: 1979 - Present</p> <p>ARRANGEMENT: By region, then by country.</p> <p>VOLUME: 1 drawer (1 legal drawer)</p> <p>DISPOSITION: Cut off annually. Destroy when 3 years old.</p>		
8.	<p>GENERAL SUBJECT FILES</p> <p>DESCRIPTION: Routine correspondence re: office operations and programs.</p> <p>DATES: 1951 - 1976</p> <p>ARRANGEMENT: Alphabetical by general title, misc.</p> <p>VOLUME: 1 drawer</p> <p>DISPOSITION: Destroy immediately.</p>		
9.	<p>ADMINISTRATIVE FILES</p> <p>DESCRIPTION: Correspondence and reports re: office operations and programs. Includes general subject files; yearly reports to film committee, OMB, and TV Director; purchase orders, personnel, etc.</p> <p>DATES: 1967 - present</p> <p>ARRANGEMENT: alphabetically by subject</p> <p>VOLUME: 10 cubic feet (4 legal drawers)</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
5 10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
10.	<p>DISPOSITION: Cut off files annually. Destroy when 3 years old.</p> <p>BIOGRAPHIC FILES</p> <p>DESCRIPTION: Background and biographic files on filmmakers, actors, and other film industry contacts, including Amparts speakers. Reference file.</p> <p>DATES: 1951 - present</p> <p>ARRANGEMENT: Alphabetically by name.</p> <p>VOLUME: 6 cubic feet (3 file drawers)</p> <p>DISPOSITION: Screen annually. Destroy obsolete files when no longer needed.</p>		
11.	<p>COMMITTEE FILES</p> <p>DESCRIPTION: Agenda, minutes of meeting of the Subcommittee on Film Festivals, Interdepartmental Committee on Visual and Auditory Materials Abroad.</p> <p>Minutes include listing of results of committee film screenings: films selected for festival entry and Golden Eagle nomination, and final tally sheet of voting results by title of each film reviewed. Memoranda and correspondence with committee members and agencies informing them of results of committee action are also included.</p> <p>DATES: 1948 to present</p> <p>ARRANGEMENT: Chronologically by date of meeting (in notebooks)</p> <p>VOLUME: 2 years per book</p> <p>DISPOSITION: Permanent. Transfer to the National Archives when 10 years old in 5 year blocks.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 6 10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
12.	<p>FILM AWARD BOOK</p> <p>DESCRIPTION: Notebook listing awards won by government-produced films nominated by the sub-committee. Title of film title, year of event and award.</p> <p>DATES: 1981 - present</p> <p>ARRANGEMENT: By year, government agency, by film and event</p> <p>VOLUME: One book per year.</p> <p>DISPOSITION: Transfers to year end reports. Dispose of when year end report is completed</p>		
13.	<p>YEAR END REPORTS</p> <p>DESCRIPTION: Final report listing awards won by government-produced films nominated by the sub-committee. Title of film, year of event and award.</p> <p>DATE: 1981 - present.</p> <p>ARRANGEMENT: Chronological.</p> <p>VOLUME: One report per year-approx. 1/8 inch.</p> <p>DISPOSITION: Permanent. Transfer to the National Archives in 5 year blocks when 10 years old, e.g. 1981-86 in 1996.</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 7 10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
14.	<p>CREDIT SHEETS</p> <p>DESCRIPTION: Notebooks of CINE Golden Eagle Award Film Data Sheets listing credits - producer, author, copyright info, etc - for each film nominated for the Golden Eagle award. Data sheets are compiled and submitted by the agency that produced the film. There are credit sheets back to 1975, but not a complete set for every film entered.</p> <p>DATES: 1982 - present</p> <p>ARRANGEMENT: Alphabetically by title of film.</p> <p>DISPOSITION: Permanent. Transfer to NARA with the Committee files when 10 years old in 5 year blocks, e.g. 1982-1987 in 1997.</p>		
15.	<p>FILM FESTIVAL LOG BOOK</p> <p>DESCRIPTION: Log of films reviewed by the committee and approved for festival entry. Listing of government and private sector films entered in film festivals.</p> <p>DATES: 1985 - present</p> <p>ARRANGEMENT: Alphabetically by country.</p> <p>VOLUME: 2 books</p> <p>DISPOSITION: Cut off annually. Destroy when 5 years old.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

8 10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16.	<p>INDEXES to FILMS SUBMITTED FOR COMMITTEE REVIEW</p> <p>DESCRIPTION: Index card contains - title, disc: 16mm etc., color, black and white, min summary of film etc.</p> <p>DATE: 1957 - present</p> <p>ARRANGEMENT: Chronological and thereunder by government agency.</p> <p>VOLUME: Five 3 x 5 boxes</p> <p>DISPOSITION: Permanent. Transfer to the National Archives when 10 years old in 5 year blocks, e.g. 1957-1962 in 1972.</p>		
17.	<p>FILM FESTIVAL CALENDAR CORRESPONDENCE</p> <p>DESCRIPTION: Correspondence relating to production of film festival calendar produced by staff.</p> <p>DATES: 1951 - present</p> <p>ARRANGEMENT: Date, subject of letter</p> <p>VOLUME: 2 cubic feet</p> <p>DISPOSITION: Destroy one year after year in which calendar is produced.</p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
9 10

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	<p>FILM FESTIVAL CALENDARS</p> <p>DESCRIPTION: Domestic and international film festival calendars used for administrative purposes which show the name, place, and date of festival.</p> <p>DATES: Present.</p> <p>ARRANGEMENT: Chronological.</p> <p>VOLUME: 6 inches</p> <p>DISPOSITION: Destroy when superseded by new calendar.</p> <p>NON-RECURRING SERIES. (The series described below are no longer produced by the Film Festivals staff, and appear to have no continuing administrative or research value.)</p>		
19.	<p>INTERNATIONAL ORGANIZATIONS FILES (MV-3)</p> <p>DESCRIPTION: Correspondence, membership lists, catalogs, and related material concerning international film organizations. Includes some facilitative material such as records of films shipped to support agency sponsored speakers, etc.</p> <p>DATES: 1950's - 1970's</p> <p>ARRANGEMENT: Alphabetically by name of organization.</p> <p>VOLUME: 2 cubic feet (2 legal file drawers)</p> <p>DISPOSITION: Destroy immediately</p>		
20.	<p>INTERNATIONAL GATHERINGS FILES</p> <p>DESCRIPTION: Correspondence related to international film</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 10 10
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>events other than film festivals. Routine correspondence concerning meetings, etc.</p> <p>DATES: 1950 - 1970</p> <p>ARRANGEMENT: Alphabetically by name of organization.</p> <p>VOLUME: 2 cubic feet (1 legal file drawer.)</p> <p>DISPOSITION: Destroy immediately.</p>		
21.	<p>BACKGROUND BOOKS AND RECORDING</p> <p>DESCRIPTION: Background materials to events Includes some final reports on film festivals, including Moscow Film Festival.</p> <p>DATES: 1950 - 1974</p> <p>ARRANGEMENT: By country</p> <p>VOLUME: 1 drawer. (bottom drawer, 1st cabinet on left in file room.)</p> <p>DISPOSITION: Offer to National Archives immediately.</p>		
22.	<p>UNIVERSITY FILM PRODUCERS ASSOCIATION</p> <p>DESCRIPTION: Routine correspondence re: UFPA (a film association begun by Kodak), i.e., contacts, meetings, etc.</p> <p>DATES: 1950's - 1980's.</p> <p>ARRANGEMENTS: Alphabetical by subject.</p> <p>Volume: 1 drawer.</p> <p>DISPOSITION: Destroy immediately.</p>		