

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED SEP 5 1975	JOB NO.
DATE APPROVED	NC-306-76-2

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Information Agency

2. MAJOR SUBDIVISION
Office of Administration and Management

3. MINOR SUBDIVISION
Communications & Records Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Samuel D. Staton II

5. TEL. EXT.
632-4757

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-24-75
 Date acting James P. O'Neil
 Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

8/29/75
 (Date)

Jane S. Grymes
 (Signature of Agency Representative)

Chief, Communication & Rec.Br.
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Video tapes and motion picture or cinescope films consisting of: Cut stories, newsreels, news magazines, narratives, topicals, interviews, documentaries, features, etc., including library footage produced by or for the USIA domestically or abroad or acquired for use in USIA programs and owned by the Agency in whole or in part.</p> <p><i>See page 2.</i></p> <p>a. Original negative and one print together with script, technical information and rights and clearance documentation if available.</p> <p>Disposition: (1) Offer to National Archives when no longer needed by Agency.</p> <p>(2) If refused by National Archives, destroy immediately.</p> <p>b. All other Prints</p> <p>Disposition: Destroy film when of no further use to Agency. Wipe video tapes and return for reuse or destroy according to instructions from Agency.</p>	<p>NN 643-22 Items 7, f and NN 166-21 Item 1</p>	

Copy to Agency 9-26-75 (1)

4 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. <u>Motion Pictures</u>. An original negative or positive, an intermediate or duplicate negative or positive, matching sound tracks, and one print together with script and rights and clearance documentation.</p> <p><u>PERMANENT</u></p> <p>(1) <input checked="" type="checkbox"/> Review Annually. Offer to National Archives when obsolete or no longer needed by Agency, whichever is sooner.</p> <p>(2) If refused by the National Archives, destroy immediately.</p> <p>b. <u>Video Tape</u>. The earliest generation of any "live" or video tape-originated work or program together with script, rights and clearance information. A kinescope may be substituted.</p> <p><u>PERMANENT</u>.</p> <p>(1) <input checked="" type="checkbox"/> Review Annually. Offer to National Archives when obsolete or no longer needed by Agency, whichever is sooner.</p> <p>(2) If refused by National Archives, return for reuse or destroy according to instructions from Agency.</p> <p><i>Amended by D. Weise per phone call with Sam Staten, USA. 18 Sep 75.</i></p>		