

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Ref No 2804979124

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. International Communication Agency

2. MAJOR SUBDIVISION
Associate Directorate for Programs

3. MINOR SUBDIVISION
Television and Film Service

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

5. TEL. EXT.
724-9783

LEAVE BLANK

JOB NO.
NC1-306-79-5

DATE RECEIVED
8-28-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8/30/85
Date *James E. O'Neil*
Acting Archivist of the United States

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1/12/79	Harrison L. Davis <i>by S. D. Staton</i>	Chief, Message Center and Records Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Motion Picture Films, Video Tapes and kinescope films released and used in the Agency's program. Current catalogue is reviewed semi-annually by PGM/T retirement committee to identify titles to be retired from program. Retired titles are offered to National Archives. a. Titles accepted by National Archives: Transfer to Audiovisual Archives immediately. Current Volume: <i>More than 1000 cu. ft.</i> Annual Accumulation: <i>About 100 cu. ft. See note on page 7</i> b. Titles refused by National Archives: Destroy immediately. Degauss video tapes for reuse.	NC-306-76-2 Item <i>12(1) and 16(1)</i>	
2.	Title Control Files - Containing certificate of completion; Rights Certification; script; synopsis, circular announcement and copy of contract. Remove from active file when related film is retired from program. a. For films accepted by National Archives, transfer	<i>MOA 55.169 and 16j</i>	<i>U 4 items</i>

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
2 cont.	file to Archives with related film. Current Volume: <i>About 50 cu. ft.</i> Annual Accumulation: <i>About 5 cu. ft.</i> b. For films not accepted by National Archives destroy file immediately.		
3.	Production Files - Working files maintained by Production Division, include: lab work orders; copies of procurement documents; cost summaries; copies of contracts; travel documentation; scripts; correspondence; facilities requests; performer releases; etc. relating to production of movies, video tapes, news coverages and facilitatives. Place in inactive file when completed. Destroy 3 years after close of year in which completed.		WITHDRAWN
4.	Contract Talent File - Contain resumes, evaluations and letters from producers, writers, cameramen, editors, graphic artists and others. Review annually. Destroy when contractor is no longer available.		WITHDRAWN
5.	Administrative Files - Routine correspondence and subject files of non-policy or non-procedural nature maintained by various elements of PGM/T in connection with routine administration and operation of the program. Included are correspondence, copies of travel vouchers, cables, reports, publications and supporting papers pertaining to fiscal (budget-related) procurement, personnel and routine operational matters. Destroy 3 years after close of year in which created.	<i>MOA 555,166</i>	WITHDRAWN
6.	Budget Files maintained by Administrative Office arranged by project number and fiscal year - Containing copies of purchase orders, obligations, etc. Destroy 3 years after close of fiscal year in which completed.		WITHDRAWN

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7.	<p>Contract Files Maintained in Administration Office - Contain requisitions, bids received, copies of contracts payment schedules, correspondence with contractors, production authorizations, etc.</p> <p>Break annually. Transfer to Records Center 3 years after break. Destroy when related production is retired from program.</p>		WITHDRAWN
8.	<p>Acquisition Files maintained in Administrative Office contains purchase orders, licensing agreements, payment schedules, etc.</p> <p>Destroy when license agreement expires and is not renewed; when film is retired from program or is worn out.</p>		WITHDRAWN
9.	<p>Distribution and Sales File - Film distribution records pertaining to overseas distribution and sales of motion picture films - includes statistical reports and lists, shipping notices and related records maintained by PGM/T showing countries to which film was sent, film sizes and quantities placed in distribution.</p> <p>a. Film license application: Destroy when of no further administrative or reference value.</p> <p>b. All other material: Destroy 2 years after close of year in which created.</p>	MOA 555.16c	WITHDRAWN
10.	<p>Film Loans - Routine correspondence regarding loan of motion picture films, film strips or sound recordings, <u>EXCLUDING</u> correspondence involving special restrictions on use of these materials or relating to litigation regarding copyrights.</p> <p>Destroy 1 year after close of year in which created.</p>	MOA 555.16d	WITHDRAWN
11.	<p>Print Requests - Routine correspondence and other records pertaining to requests for prints of motion pictures, including presentation prints.</p> <p>Destroy 2 years after close of year in which created.</p>		WITHDRAWN

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12.	<p>Routine requests and notifications - Includes screening requests, and schedules, recording notifications, requests for catalogues facilities, etc.</p> <p>Destroy 1 year after close of year in which created.</p>		WITHDRAWN
13.	<p>Video Tape Title Cards - Maintained by PGM/TOLS.</p> <p>Destroy 1 year after tape is degaussed.</p>		WITHDRAWN
14.	<p>Program Title Cards - Receiving records maintained by PGM/TOLS.</p> <p>Destroy 1 year after related material is removed from PGM/TOLS Library.</p>		WITHDRAWN
15.	<p>Screening Print and Video Tape Title Record Cards - Maintained by PGM/TOLS.</p> <p>Destroy when related program is removed from Library.</p>		WITHDRAWN
16.	<p>Promotional Material - Includes such material as brochures, descriptions, photographs of film production, etc.</p> <p>Destroy 2 years after close of year in which received or created or when related film is retired from program, whichever is earliest.</p>		WITHDRAWN
17.	<p>Evidence of Effectiveness - Records documenting effectiveness of motion picture films or video tapes, including: evaluations; reports; criticisms; commendations; press clippings; and statistical summaries of showings and audiences.</p> <p>Break file annually. Transfer to National Archives 5 years after break.</p> <p>Current Volume: <i>1 cu ft.</i> Annual Accumulation: <i>less than 0.2 cu ft.</i></p>		WITHDRAWN
18.	<p>Policy Working Files - Records maintained by PGM/T containing correspondence and background material on various PGM/T productions. <u>DOES NOT</u> include records with policy impact or of historical value.</p> <p>Destroy 2 years after completion of related program.</p>		WITHDRAWN

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19.	<p>Monthly Reports</p> <p>a. From PGM/T Division to PGM/T Director: Destroy 3 years after close of year in which submitted.</p> <p>b. From Director, PGM/T to Director, USICA: Transfer to National Archives 3 years after close of year in which submitted.</p> <p>Current Volume: Annual Accumulation:</p>		WITHDRAWN
20.	<p>Acquisition Title Files <u>Maintained by PGM/TA</u> - Files on every film program screened, whether or not actually accepted by Agency contain PR material, background information, correspondence, distribution documents, etc.</p> <p>a. For Agency Acquired Programs: Destroy 5 years after related film is retired from Agency program.</p> <p>b. For programs <u>NOT</u> acquired by Agency: Destroy 7 years after initial screening.</p>		WITHDRAWN
21.	<p>Circulars File Maintained by PGM/TA - Contains circulars for all acquired films, including Loan Library and Worldwide Circulars.</p> <p>Screen annually and destroy all duplicates when 5 years old. Retain 1 copy for reference and destroy when of no further reference value.</p>		WITHDRAWN
22.	<p>Film Festivals and Awards File Maintained by PGM/TA - Records documenting Agency participation in film festivals and policy relating to decision to participate, as well as records of any awards received.</p> <p>a. Final reports and supporting documents: Transfer to National Archives 5 years after close of festival.</p> <p>Current Volume: <i>16 CO fr.</i> Annual Accumulation: <i>2 CO fr.</i></p> <p>b. Routine correspondence and general background</p>		WITHDRAWN

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22 cont.	<p>information, as well as administrative records; Destroy 3 years after close of festival.</p> <p>c. Records documenting film and television events in Eastern Europe and in the Peoples' Republic of China; Transfer to National Archives 8 years after close of festival.</p> <p>Current Volume: <i>3 cof</i> Annual Accumulation: <i>less than 0.5 cof</i></p>		WITHDRAWN
23.	<p>Attestation Files - Maintained by PGM/TA containing records documenting activities <u>related to administering the Agency's audiovisual certification program under the provisions of PL 89-634 of 1966.</u></p> <p>a. Non-precedent material: Destroy 3 years after close of year in which created.</p> <p>b. Precedent material: Destroy 5 years after <u>repeal of PL 89-634 of 1966.</u></p>		WITHDRAWN
24.	<p>Certificate Files - Maintained by PGM/TA - Containing the official government document required by the Beirut Agreement pertaining to export or import of motion picture, slides, film strips, charts, etc., as cultural or educational documents.</p> <p>Break annually. Transfer to Federal Records Center 3 years after break. Destroy 5 years after termination of Beirut Agreement.</p>		WITHDRAWN
25.	<p>Records of the Committee on Visual and Auditory Materials for Distribution Abroad:</p> <p>a. Agenda and minutes of meetings of the sub-committee on Attestation. Transfer to National Archives 5 years after close of year in which meetings were held.</p> <p>Current Volume: 16 binders, 8½ x 12 x 4 inches Annual Accumulation: 1 binder, 8½ x 12 x 14 inches</p> <p>b. Sub-Committee on Film Festivals: Transfer to National Archives 5 years after close of year in which meetings are held.</p>		WITHDRAWN

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25 cont.	Current Volume: 10 binders, 8½ x 12 x 4 inches Annual Accumulation: 1 binder, 8½ x 12 x 4 inches		WITHDRAWN
26.	<p>Job Orders - Preprint, correspondence with vendors or Washington offices.</p> <p>a. Files in office of the Chief, PGM/TN, New York: Destroy when of no further reference or administrative value.</p> <p>b. Files pertaining to titles which have been transferred to the National Archives or destroyed: Destroy when of no further reference or administrative value.</p> <p>c. Copies in other New York offices: Destroy 1 year after close of fiscal year in which issued.</p>	<p>MOA 555.16(1) Rem. ✓</p> <p>MOA 555.16(2)</p>	WITHDRAWN
27.	<p>Film Cost Estimates, Foreign Version Release Print Orders and Answer Print Screening Reports:</p> <p>a. Files in Office of the Chief, PGM/TN, New York: Destroy when of no further reference or administrative value.</p> <p>b. Copies in other office: Destroy 1 year after close of fiscal year in which created.</p>	<p>MOA 555.16(1)</p> <p>MOA 555.16(2)</p>	WITHDRAWN
28.	<p>Stock Shot Cards - Index cards maintained in PGM/TN, New York Library.</p> <p>Destroy when related material is destroyed or transferred to National Archives or when of no further reference value.</p>	<p>MOA 555.16i Ind. ✓</p>	WITHDRAWN
<p>NOTE: The volumes indicated in items 1a and 2a are estimates of what will eventually be offered - NOT what will be accepted. The later volume is difficult, if not impossible to estimate with any accuracy</p>			