

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-048-01-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/20/01</i>	
1. FROM(Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Secretary			
3. MINOR SUBDIVISION Office of the Assistant Secretary for Policy, Management, and Budget			
4. NAME OF PERSON WITH WHOM TO CONFER Tami Heilemann	5. TELEPHONE NUMBER 202-208-1793	DATE <i>10-1-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required is attached; or has been requested.			
DATE <i>6/14/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vincent Clark</i> Vincent Clark		TITLE Acting Records Management Officer, Office of the Secretary/National Business Center
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages.		

Attachment to SF 115 (Job No. N1-048-01-2)

National Business Center
Photographer to the Secretary of the Interior

1. Chronological Photographic Assignment File Relating to Department of the Interior Officials, Events, Facilities, and Programs, 1975-to-present (with 1977-1984 gap).

a. **Historically Significant Photographs:** Black-and-white and color negatives, contact sheets, prints, and slides encompassing portrait views of the Secretary, Deputy Secretary, Assistant Secretaries, Directors of Interior Bureaus, and other leading Department officials; coverages of swearing-in events, confirmation hearings, press conferences, Congressional testimony, policy meetings and conferences, program launchings, official inspection and investigation trips, historic ceremonies, and other major events featuring such officials; coverages of Department facilities construction, renovation, and expansion; coverages of visits to Department sites of political, military, and cultural dignitaries; coverages of program implementation in the field, and other subjects bearing on the unique responsibilities of the Department and its components. Arranged by Secretary's tenure, thereunder by assignment number sequence corresponding to coverage chronology.

1. **Negatives, 1985-to-present.** Images are mostly 35 mm. (minority 2 ¼" X 2 ¼" and larger formats), increasingly color by the 1990's, and organized in 9" X 12" file folders marked with Secretary codes (e.g., "H" for Hodel, "L" for Lujan, "B" for Babbitt) and assignment numbers. Upwards of 75% of the negatives have corresponding contact sheets appearing in notebooks cited in 1A(3).

Volume on hand: approximately 100,000 images, covering roughly 20 cubic feet.
Annual accumulation: ca. 7000 images, or ca. 1.3 cubic feet.

2. **Prints, 1985-to-present.** Scattered through the 1A(1) folders are prints--mostly in small (4" X 6" type) format and mostly in color—that have been maintained with the corresponding 1A(1) negatives.

Volume on hand: ca. 1,000 prints, covering roughly .4 cubic foot.
Annual accumulation: ca. 300 prints, negligible cubic footage.

3. **Contact Sheets, 1975-1976 and 1985-to-present.** Sheets contain mostly 35 mm. images, with the majority in color; and the bulk (1975-1976 and 1989-on) have been compiled separately from the negatives (item 1a1) in ring notebooks. Sheets bear the Secretary codes, assignment numbers, and roll numbers that, for the most part, link the images to the corresponding negatives in item 1a1.

Volume on hand: approximately 3,000 sheets, covering roughly 8 cubic feet.
Annual accumulation: upwards of 250 sheets, or ca. .8 cubic foot.

4. **Slides, 1980's-present.** Color 35 mm. slides, generated infrequently for publication or other special purposes, are also maintained separately in ring notebooks.

Volume on hand: upwards of 1,500 slides, covering roughly .4 cubic foot.
Annual accumulation: negligible.

Disposition: **PERMANENT.** Transfer all pre-1993 images, along with corresponding reference aids, to the National Archives and Records Administration (NARA) immediately upon approval of this schedule. Thereafter, cut off files in eight-year blocks and transfer each block to NARA, along with corresponding reference aids, when the oldest image in the block is 12 years old. For example, cut off the 1993-2000 files at the end of calendar year 2000 and transfer them to NARA in 2005, cut off the 2001-2008 files at the end of calendar year 2008 and transfer them in 2013, etc.

- b. **Routine Photographs.** Black-and-white and color negatives, contact sheets, prints, and slides relating to historically non-significant subjects, including portraits of low-level Interior staff; coverages of employee awards events and retirement ceremonies; and coverages of workshops, campaigns, or commemorations common to most federal agencies (for example, Combined Federal Campaigns (CFCs), savings bond campaigns, blood drives, health fairs, ethnic history month events).

Volume on hand: upwards of 50,000 negatives, 1,500 contact sheets, scattered prints, widely-scattered slides, covering roughly 14 cubic feet.
Annual accumulation: totaling upwards of 1 cubic foot.

Disposition: **TEMPORARY.** Destroy when no longer needed for agency business.

2. **Logs for Chronological Photographic Assignment File, 1985-present.** Included is a set of logbooks containing handwritten entries, for each photographic coverage, indicating date, subject, photographer, requesting Interior office, and assignment number. In addition, for 1993-on coverages, such information also appears in an electronic photo assignment database.

Volume on hand: roughly .5 cubic foot.
Annual accumulation: negligible cubic footage.

Disposition: **PERMANENT.** For pre-1993 logbook pages, transfer to NARA, along with corresponding images, upon approval of this schedule. For 1993-on logbook pages, cut off in eight-year blocks and transfer to NARA when the corresponding block of images is transferred. For 1993-on electronic database, transfer entries to NARA in a form compatible with 36 CFR §1228.270 when the corresponding images are transferred.

3. **Select Personality File Relating to Department of the Interior Officials, 1970's-present.**

Largely assembled in the 1970's-1980's, with occasional additions since, this series encompasses prints (majority black-and-white, 8" X 10" and smaller), negatives (mixed black-and-white and color, mostly 35 mm. and 2 ¼" X 2 ¼"), and scattered contact sheets, filed together in 9" X 12" folders, depicting Interior Secretaries and other top-level officials. Along with numerous official portraits of figures from recent decades, there are also photographic reproductions of older portrait photos or paintings featuring pre-1970 Secretaries. Arranged alphabetically by name of official.

Volume on hand: upward of 500 prints, 3500 negatives, scattered contact sheets, covering roughly 2 cubic feet.

Annual accumulation: roughly .3 cubic foot.

Disposition: **PERMANENT**. Transfer all pre-1993 images to NARA immediately upon approval of this schedule. Thereafter, cut off files in eight-year blocks and transfer each block to NARA when the oldest image in the block is 12 years old. For example, cut off the 1993-2000 files at the end of calendar year 2000 and transfer them to NARA in 2005, cut off the 2001-2008 files at the end of calendar year 2008 and transfer them in 2013, etc.