

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-048-05-3</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>12-28-2004</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>9/16/04</i>	ARCHIVIST OF THE UNITED STATES <i>Allen [Signature]</i>
5. AGENCY INFORMATION 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 _____ page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>Dec 15, 2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached List of Record Descriptions and Requested Disposition Authorities.  <i>cc Agency, DR, NWME, NWES</i>		

# SF 115 Supplementary Cover Sheet

## **Summary:**

This action establishes a new Office of the Secretary series entitled: “Audio-Visual Recordings Files.”

## **Reason for submission:**

- (1) This action provides for the disposition of audio-visual records created or received by the Office of the Secretary.
- (2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule*. See attachment.

4009. Audio/Visual Recordings Files. These files contain audio and audio/visual documents recorded/filmed by or for the Office of the Secretary (OS). These records document significant moments in the Department's history and/or noteworthy Departmental accomplishments, or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form. These records also contain recordings, such as training films, that were made to assist Departmental offices in performing more routine functions. They may be accompanied by written materials (in paper or electronic format) related to the subject of the recording; such documents may include programs prepared for and distributed at the official screening of a film, lists of individuals invited to attend the screening of a film, letters inviting them to the screening, and press releases announcing the screening of a film; documents illuminating the historical background of the subject of a recording; documents addressing the historical significance of a recording; and/or documents providing a word-for-word text transcription of the audio contents of a recording. Older documents contained in these files may be recorded in any of a number of standard audio/visual film formats; newer recordings may have been transferred to optical disk format. Finding aids include an electronic video and motion picture index (item 4009.c).

4009.a Historically Significant Video and Motion Picture Recordings Files. These files contain audio-visual films and video recordings that document significant moments in the Department's history or significant Departmental accomplishments, e.g., a film commissioned to document the February 2004 ceremony in which Secretary of the Interior Gale Norton conferred a special historical designation on the Steinway Grand Concert Piano used in 1939 to accompany the prominent African American opera singer Marian Anderson, who, under the tenure of Secretary Harold L. Ickes, performed at the Lincoln Memorial and at the Interior Department when she was denied the opportunity to sing at Constitution Hall because of her race, and again in 1943, when Ms. Anderson performed at an Interior ceremony dedicating a mural depicting her performance at the Lincoln Memorial. Films and video recordings included in these files may be recorded, edited, and produced by OS employees or by outside parties, such as motion picture or television studios.

Disposition: PERMANENT. Cut off files at end of fiscal year. Transfer to the National Archives 2 years after cutoff.

4009.b Routine Video and Motion Picture Recordings Files. These files contain recordings, such as training films, that were made to assist Departmental offices in performing routine business functions or to commemorate routine occasions. Typical examples of such recordings are films of retirement ceremonies, films explaining benefit packages for health and life insurance plans, films used in ethics training courses, and recordings of talks delivered by speakers sponsored by the DOI University or the Departmental Museum. Films included in these files may be recorded, edited, and produced by OS employees or by outside parties, such as motion picture or television studios.

4009.b(1) Films documenting routine Departmental functions.

Retention: TEMPORARY. Cut off files at end of fiscal year. Destroy 2 years after cutoff (GRS 21, item 20).

4009.b(2) Films documenting other (non-Departmental) routine functions.

Retention: TEMPORARY. Cut off files at end of fiscal year. Destroy 1 year after cutoff (GRS 21, item 17).

4009.c Electronic Video and Motion Picture Index. Electronic log of video and motion picture recording sessions, indicating date, subject, videographer, requesting Interior office, and assignment number of session.

Disposition: PERMANENT. Cut off files at the end of fiscal year. Transfer to the National Archives 2 years after cutoff in accordance with 4009.a and 36 CFR 1228.270.

4009.d Interior Radio Department News Service Files. These files contain clusters of brief audio clips (“sound bites”) prepared to accompany OS press releases, and made available as a free public service from the Department’s

website or from a toll-free telephone line. On the Department's website, each cluster is identified by date and title, e.g., "10/15/2003 Secretary Norton Signs Historic Colorado River Water Pact," and accompanied by an indication of the length (in playing time) of each included sound bite, a summary of its contents, and a text transcription of the actual audio recording. Files and accompanying text (index and transcriptions) are stored in CD/DVD format. Includes reel-to-reel sound recordings accumulated prior to adoption of the current digital system.

Disposition: TEMPORARY. Cut off files at the end of each Secretarial administration. Destroy 2 years after cutoff or when no longer needed by agency.