REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER *71-048-05-4*

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date Received *12.28.2004*

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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER	4. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Pamala R. Quallich	202-208-3909	*۶/۹/٥6*	*Allen Weinstein*

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 __4__ 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.

☑ is not required   ☐ is attached; or   ☐ has been requested.

DATE *Nov 2, 2004*	SIGNATURE OF AGENCY REPRESENTATIVE *Pamala R Quallich*	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 GRS OR SUPERSEDED JOB CITATION	10.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.	NI-48-01-2	

c. Agency, NR, NWME, NWCS

115-109   PREVIOUS EDITION NOT USABLE   STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

SF 115 Supplementary Cover Sheet

Summary:

This action updates an Office of the Secretary series entitled: "Chronological Photographic Assignment File Relating to Department of the Interior Officials, Events, Facilities, and Programs, 1975-Present (with 1977-1984 gap)," that was accepted by the National Archives and Records Administration (NARA) in 2001 under job no. NI-048-01-2.

Reason for submission:

(1)   This action includes a revised description of records covered by this schedule which *adds digital images* to the schedule along with *records relating to the electronic photo assignment database*. This revision of the records description also omits reference to those blocks of records already transferred to NARA for permanent retention.

(2)   This action also *incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule*. (Note: When accepted by NARA as NI-048-01-2, the series was <u>not</u> integrated into the Office of the Secretary's existing records schedule.) See attachment.

4020.   Photographic Records in the Office of the Secretary. These files document the work of Departmental officials in the Office of the Secretary (OS) and provide a photographic record of OS events, facilities and programs.   They include both unique, historically significant photographs (items 4020.a and 4020.b) and routine photographs documenting the daily life and activities of the OS.   The files contain negatives, prints, contact sheets, and slides, and digital images. Finding aids for the film images include logbooks and an electronic photo assignment database (item 4020.d).

4020.a   Historically Significant Photographs.   Black-and-white and color negatives, contact sheets, prints, slides, and digital images encompassing portrait views of the Secretary, Deputy Secretary, Assistant Secretaries, Directors of Interior Bureaus, and other leading Department officials; photographs documenting 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; photographs documenting Departmental facilities construction, renovation, and expansion; photographs documenting visits to Departmental sites of political, military, and cultural dignitaries; photographs documenting program implementation in the field, and other subjects bearing on the unique responsibilities of the Department and its component bureaus and offices.   Arranged first by Secretary's tenure, and secondly, by assignment number sequence corresponding to coverage chronology.

4020.a(1)   Negatives: 1985-to-Present. Images are mostly 35 mm. (minority 2 V_4" X 2 ¼" and larger formats), mainly in color. They are 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 4020.a(3).   .
Annual accumulation: ca. 3000 images.

4020.a(2)   Prints: 1985-to-Present. Prints are mainly in small (4" X 6" type) format and in color. Maintained with negatives. Annual accumulation: ca. 150 prints.

4020.a(3)   Contact Sheets: 1985-to-Present. Sheets contain mainly 35 mm. images, with the majority in color. Most of these have been compiled separately from the negatives (item 4020.a(1)) 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 4020.a(1). Annual accumulation: upwards of ca. 140 sheets.

4020.a(4)   Slides: 1980's-to-Present. Color 35 mm. slides, generated infrequently for publication or other special purposes, are also maintained separately in ring notebooks. Annual accumulation: negligible.

Disposition [a(1) through a(4)]: PERMANENT. Cut off files at the end of each Secretarial administration. Transfer to the National Archives 8 years after cutoff.

4020.a(5).   Digital Images: 2000-to-Present. Color images, initially stored on memory cards, uploaded to external harddrive, and backed up to CD/DVD format. Organized by photographic session. Annual accumulation: ca. 4,000 images in JPEG and/or other formats.

4020.a(5)(a). Inputs – files stored on memory cards or received electronically.

Disposition: TEMPORARY. Delete after transfer to external hard drive.

4020.a(5)(b). Master File, with any accompanying system documentation and any electronic finding aid for digital images: Digital images from historically significant shoots, with related image folder title (requesting DOI office/photo subject/date) and file names from the digital image management system. [Data for routine shoots covering retirement ceremonies and routine campaigns like CFC and blood drives is disposable under 4020.c. below.]

Disposition: PERMANENT. Cut off files every two years and transfer immediately to the National Archives in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer.

4020.a(5)(c). Output – CD ROMs covering some Historically Significant Shoots

Disposition: PERMANENT. Cut off files every two years and transfer immediately to the National Archives in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer.

4020.b.   Select Personality Photography Files. Largely assembled in the 1970's-1980's, with occasional additions since, these files contain prints (the majority of

which are black-and-white, 8" X 10" and smaller), negatives (mixed black-and-white and color, mostly 35 mm. and 2 ¼" X 2 ¼"), scattered contact sheets, filed together in 9" X 12" folders, and digital images depicting Interior Secretaries and other top-level officials. These files also contain official portraits of figures from recent decades and photographic reproductions of older portrait photos or paintings featuring pre-1970 Secretaries. Images are arranged alphabetically by name of official. Annual accumulation: roughly .3 cubic foot.

Disposition: <u>PERMANENT</u>. Cut off files at the end of each Secretarial administration. Transfer to the National Archives 8 years after cutoff.

4020.c.   <u>Routine Photographs</u>. Black-and-white and color negatives, contact sheets, prints, slides and digital images relating to non-significant subjects, including portraits of low-level Interior staff; images of employee awards events and retirement ceremonies; and images of workshops, campaigns, or commemorations common to most federal agencies (for example, Combined Federal Campaigns, savings bond campaigns, blood drives, health fairs, ethnic history month events). These records do not pertain to the mission of the agency.

Disposition: <u>TEMPORARY</u>. Cut off files at the end of each year. Destroy 1 year after cutoff (GRS 21, item 1).

4020.d.   <u>Logs for Office of the Secretary Photography Files</u>. Handwritten and electronic logs of each photography session, including date, subject, photographer, requesting office and assignment number.

4020.d(1).   <u>Paper Photo Logbooks</u>. Logbook sheets consisting of handwritten entries for each photography session, in chronological order.

4020.d(2).   <u>Electronic Photo Log.</u>   Electronic log of each photography session, indicating date, subject, photographer, requesting Interior office, and assignment number, for 1993-present.

Disposition: <u>PERMANENT</u>. Cut off files at the end of each Secretarial administration. Transfer to the National Archives 8 years after cutoff in accordance with 4020.a. and 36 CFR 1228.270.

Image Construction

#	Question	Response
10	Are the images either continuous-tone gray scale (8-bit) or color (24-bit raster images)?	___Yes ×___No (8 bit) ×_ Yes ___No (24 bit)
11	• Do the image file formats comply with the guidelines noted in the Digital Photography Transfer Guidance? • What is the file format (e.g., TIFF, JPEG) • If TIFF, what is the file format version (e.g., TIFF 6)?	___Yes ___No JPEG —
12	What is the image quality in terms of megapixels and/or dpi? Examples: **Records created from digital cameras:** 2 Megapixels with pixel array of 1,600 by 1,200 pixels. **Scanned Images:** 8 X 10 at 200 dpi = 1,600 X 2,000 megapixels 4 X 5 at 400 dpi = 1,600 X 2,000 megapixels 35mm neg at 1,400 dpi = 1,300 X 2,000 megapixels	___300 dpi___ digital camera ___300 dpi___ scanned images
13	• Are the image files compressed? • If yes, what is the compression scheme (e.g., LZW, ITU Group 4)? • For JPEG files, what is the compression level used (i.e., low, medium, high)?	___Yes ×__No — high
14	What image enhancements/camera settings are routinely used (e.g., contrast adjustment, noise reduction)?	As needed
15	What is the structure of the file header (e.g., standard TIFF, proprietary)?	event date.jpg

Image Description

#	Question	Response
16	Do the electronic digital photographic records use file naming conventions that use the default file extension for the appropriate format?	×_ Yes ___No
17	Are the records named according to agency-specific naming conventions (e.g., Photographer's Initials + Date + Sequential number)? If yes, is there documentation describing this naming convention?	×_Yes ___No (official date) name ___Yes ×__No
18	• Does the metadata provide the minimum required descriptive information about the records (i.e., unique photograph identification number, caption, photographer)? If no, what is missing? • Does the metadata provide the minimum required technical information about the records (i.e., file format, bit depth, image size)? If no, what is missing?	_____ Yes ×__ No _____ Yes ×_ No
19	• Are captions applied to digital photographic records? • If yes, describe how the captions are associated with the file(s) (e.g., finding aid, header) • Describe the information captured in the caption (e.g., who, what, why, where and when).	_____ Yes ×__ No
20	At what level are metadata (index terms) assigned?	___Image

#	Question	Response
		___ Document (set of images) ___ File (set of documents) ___ Series (set of files) ___ Other (describe) ___ Not applicable
21	• Identify all available finding aids for these digital photographic records. (e.g., database files, thumbnail indexes, shelf lists, caption cards) • What other specific data elements (fields) are routinely indexed at each level checked on the previous question?	ACDSEE software —
22	Are these elements agency-specific or are they tied to a wider standard (e.g., DIG35, Dublin Core)?	___ Yes ✗ No
23	• What metadata is kept with the image file, and what resides in a separate database? • If one or more databases are linked to the digital photographic records, what software is used? • Can the database be exported to a comma delimited system without loss of significant search and retrieval functionality?	Event-Date — ___ Yes ___ No

Quality Control

#	Question	Response
24	Are there procedures in place that describe the quality control inspection process and how the results are reported? Are there procedures in place to verify: • The quality of the digital photographic records? • Accuracy and consistency of the metadata? • Integrity of the data? • Adherence to collection procedures for selection and creation?	✗ Yes ___ No ✗ Yes ___ No ✗ Yes ___ No ✗ Yes ___ No ✗ Yes ___ No

Person to contact regarding information on this form	Telephone	E-mail
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