

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-49-96-</i>	DATE RECEIVED <i>1-18-96</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bureau of Land Management			
3. MINOR SUBDIVISION Office of IRM/Modernization		DATE <i>8-18-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Wendy W. Spencer	5. TELEPHONE 303-236-6642		
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>2</u> page(s) are not now needed 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 12/06/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Wendy W. Spencer</i>	TITLE Bureau Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Schedule 21 - Audiovisual Records See attached pages.		

*AUG 26 1997 mnr Copy to: Agency, NWDN
NWDD, NR*

1220 - RECORDS AND INFORMATION MANAGEMENT

GRS/BLM Combined Records Schedules

Schedule 21 - Audiovisual RecordsIntroduction

This schedule covers audiovisual and related records created by or for BLM as well as those acquired in the course of business. For audiovisual records that are not described in this schedule, BLM must request disposition authority by submitting an SF-115 to NARA.

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover cartographic records, remote sensing imagery recorded on film or magnetic tape, or microform copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by GRS 17; temporary computerized data are covered by GRS 20; and microform copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1230.10(b).

Guidance about the identification, maintenance, use and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide." Copies are available from the NARA Publications Distribution Staff.

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-45.10, "Recovery of Precious Metals."

1220 - RECORDS AND INFORMATION MANAGEMENT

GRS/BLM Combined Records Schedules

Schedule 21 - Audiovisual Records

Item No.	Record Series Description	Disposition Authority
1-30	Reserved	
31	<p>GRAPHIC ARTS RECORD COPIES - BLM MISSION-RELATED. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: WO, SC, SO.</p>	
	a. Posters. Distributed BLM-wide or to the public.	PERMANENT. Cutoff EOFY. Transfer two copies directly to NARA 1 year after cutoff. UNSCHEDULED
	b. Original Art. Of unusual or outstanding merit.	PERMANENT. Cutoff EOFY in which no longer needed for display purposes. Transfer original and a photographic copy, if one exists, directly to NARA 1 year after cutoff. UNSCHEDULED
32-33	Reserved	↓ TEMPORARY. Destroy when no longer needed for administrative use.

MM
 3-20-97
 (app'd by [signature])