

An SF-115 for nc1-057-76-01 was not included in this file. Please see supporting documents.

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



National Archives and Records Service
Washington, DC 20408

DATE December 2, 1976

REPLY TO
ATTN OF NNV

SUBJECT Geological Survey, Conservation Division, Gulf of Mexico - OCS Operations,
Record Schedule

NCD

We recommend the following in regard to the above schedule:

Item 703-02 Video Recordings and Motion Picture Files. Files consist of motion pictures and video tapes produced by or acquired by Gulf of Mexico OCS Operations and used for promotional, educational, and informational purposes.

a. Video Recordings - the original recording of the earliest generation of each recording or a kinescope of the recording.

b. Motion Pictures - GM OCS produced or sponsored films: the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print for each motion picture.

- GM OCS acquired films: two projection prints.

Disposal Instructions:

Permanent. Offer to the National Archives when five years old or when no longer needed whichever occurs first.

c. Additional duplicate recordings of (a.) and additional duplicate prints of (b.).

Disposal Instructions:

Destroy when 5 years old or when no longer needed whichever occurs first.

d. Finding Aids and Production Documentation - existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the video recordings and motion pictures as well as production case files or similar files which include copies of production contracts, scripts, or other documentation bearing on the origin, acquisition, release or ownership of the production.

Disposal Instructions:

Permanent. Offer to the National Archives in accord with instructions

ATTACHMENT

"C"

governing the disposition of the related production.

Item 703-03 Photograph Files. The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image.

a. Photographs of significant agency officials and other individuals and photographs resulting from significant agency program responsibilities which constitute evidence of the organization, functions, policy development, decisions, procedures, operations, or other activities.

Disposal Instructions:

Permanent. Cut off file every five years at the close of the fiscal year and offer to the National Archives five years after cut off.

Part (b.) of this item is satisfactory as written.

A handwritten signature in black ink, appearing to read "Richard F. Myers". The signature is written in a cursive, flowing style with a large initial "R".

RICHARD F. MYERS
Audiovisual Archives Division