

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

**Indian Arts and Crafts Board**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

Barbara Horn

(202) 208-3773

1. VE BLANK (NARA use only)

JOB NUMBER

N1-435-02-2

DATE RECEIVED

4-1-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

4/14/92

## 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 \_\_\_ 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,

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

DATE

4/15/92

SIGNATURE OF AGENCY REPRESENTATIVE

*Robert G. ...*

TITLE

*General Manager*

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

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### PUBLICATIONS

Publications of the Indian Arts and Crafts Board.

A. Official copy of each booklet, pamphlet, monograph, and monthly or annual report, special reports and studies, brochures, bulletins, circulars, "Craft News," "Smoke Signals," Source Directories, Fact Sheets and tribal brochures which are published or sponsored by the Indian Arts and Crafts Board. Publications in this file will be distinctly marked "Record Set" and will not be loaned out. Arranged chronologically.

Disposition. PERMANENT. Cut off when publication is superseded, canceled, or 5 years after issuance, whichever is earliest. Transfer to the National Archives when 5 years old.

*Copies sent to agency, NW-W, NNS, NNT 7/2/92*

B. Duplicate copies of publications.

Disposition. DESTROY when no longer needed for reference.

#### PUBLICITY FOR IACB PROGRAMS

2 Speech Files. Copies of speeches given by Board officials on subjects dealing with Board programs. Arranged chronologically.

A. Record copy.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives in five-year blocks when most recent records are 5 years old.

B. All other copies.

Disposition. Destroy when no longer needed for reference.

3 Press Release Files. Copies of press releases on subjects dealing with IACB programs. Arranged chronologically.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives in five-year blocks when most recent records are five years old.

#### AUDIO VISUAL RECORDS

4 Motion Pictures, Video and Audio Recordings.

Motion pictures, video tapes or audio recordings produced or sponsored by the Indian Arts and Crafts Board documenting Board activities.

A. Motion Pictures. The original negative or color original plus separate sound track, an

intermediate master positive or duplicate negative plus optical sound track, and a sound projection print. Arranged chronologically.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old.

B. Audio Recordings. The master tape, matrix or stamper, and one disc pressing of each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording. Arranged chronologically.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old.

C. Video Recordings. The original or earliest generation of a recording. Arranged chronologically.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old.

D. Duplicate copies of "A," "B" and "C."

Disposition. DESTROY when 5 years old or when no longer needed for reference.

E. Finding Aids and Production Documentation. Finding aids such as data sheets, shot lists, catalogs, indexes and other textual documentation necessary for the proper identification and use of motion pictures and video recordings. Include production or similar files which contain copies of production contracts, scripts, or other documentation relating to the origin or ownership of the production.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old. Transfer finding aids and production documentation with the related records.

5

Photograph Files.

Subjects that document the activities of the Indian

Arts and Crafts Board, such as photographs of Board officials and other individuals involved with IACB activities, as well as photographs resulting from the activities themselves. Arranged chronologically.

A. Black and white photographs. Original negative and a captioned print.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old.

B. Color photographs and slides. Original color transparency (slides) with caption list or color negative, a captioned print, and an internegative, if one exists.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old.

C. Slide sets. The original and a reference set, and the related audio recording and script, if one exists.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old.

D. Filmstrips. The original and a reference print.

Disposition. PERMANENT. Cut off annually. Transfer to the National Archives when 5 years old.

E. Duplicates of "A," "B," "C," and "D."

Disposition. Destroy when 5 years old or when no longer needed for reference.

F. Finding Aids and Production Documentation.

Existing finding aids, such as data sheets, shot lists, catalogs, indices, lists of captions, and other textual documentation that are necessary or helpful for the proper identification, retrieval, and use of the records described above. Also, production files or similar files that include copies of production contracts, scripts, transcripts, and appropriate documentation bearing on the origin, acquisition, release, and ownership of the photographs.

Disposition. PERMANENT. Cut off annually. Transfer to

to the National Archives when 5 years old. Transfer finding aids and production documentation with the related records.

**G. Photo Documentation of IACB's Art Collection.**

- (1) The records in this series consist of slides, color and black and white still pictures of various sizes that document the IACB's art collection. Arranged by type of art work (i.e. baskets, pottery). Each slide or print has an internal "control number" written on it.
  - (a) Slides, and color prints and accompanying negatives.

Disposition. PERMANENT. Transfer to the National Archives when 10 years old.
  - (b) Black and white still pictures, and accompanying negatives.

Disposition. PERMANENT. Transfer to the National Archives when 10 years old.
- (2) Receipts documenting the purchase of items in IACB's art collection. Arranged by internal control number.
  - (a) Originals.

Disposition. Remain with art/craft item to document authenticity of museum item.
  - (b) Photocopy of above on archival bond paper.

Disposition. PERMANENT. Transfer to the National Archives when 10 years old. Transfer receipts with their related slides/photographs.
- (3) Finding Aid. Typed 5 x 8 inch index cards providing the name of the artist and a brief description of the work. Arranged by internal control number.
  - (a) Original.

Disposition. Remains with IACB for documentation of museum item.

(b) Photocopy of 5 x 8 cards on archival bond paper.

Disposition. PERMANENT. Transfer to the National Archives with their related slides/photographs/negatives.

H. Cherokee Artists and Craftsmen Files. Arranged alphabetically.

The records in this series consists of one or more file folders containing a biographical data sheet on each artist (includes artists, craftsmen, authors and individuals involved in the performing arts) assisted by the IACB, photograph(s) and/or slides of the artist and her/his works of art.

Disposition. PERMANENT. Transfer immediately to the National Archives.

I. Artists and Craftsmen Files.

(1) Correspondence. Arranged alphabetically, thereunder chronologically.

Correspondence between individual artists and craftsmen, and the Indian Arts and Crafts Board. Topics of the correspondence includes advice from IACB on marketing strategies, quality of artwork, and exhibitions of artists' work.

Disposition. PERMANENT. Transfer to the National Archives when 10 years old.

(2) Photograph Files. Arranged alphabetically.

Photographs, (usually black and white, of various sizes) and accompanying negatives of the artist. May include a formal portrait as well as still pictures of the artist at work.

Disposition. PERMANENT. Transfer to the National Archives when 10 years old.

(3) Artwork Photograph Files. Arranged alphabetically.

Mostly black and white still pictures (may also include color transparencies) of various sizes

documenting Indian artists' works.

Disposition. PERMANENT. Transfer to the National Archives when 10 years old.

6 A. Posters. Arranged alphabetically.

Posters advertising exhibitions and other activities given by Indian artists and craftsmen under the auspices of the Indian Arts and Crafts Board. Arranged chronologically.

Disposition. PERMANENT. Cut off annually. Transfer 2 copies of the poster to the National Archives when issued.

B. Duplicates of "A."

Disposition. Destroy when no longer needed for administrative purposes.