

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-56-03-7	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 06-11-03	
1 FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Departmental Offices			
3 MINOR SUBDIVISION Office of Public Affairs – Photo Lab			
4. NAME OF PERSON WITH WHOM TO CONFER Veronica Marco	5 TELEPHONE NUMBER 202-622-2477	DATE 6-30-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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>1</u> page(s) are not needed now for the business for 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 6/10/2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veronica Marco</i>		TITLE Acting Director, Information Srvs. Div.
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached Page		
<i>cc Agency, NWMD, NWCS</i>			

Photographic Laboratory

This office is responsible for taking photographs of top officials for display by the agency. The office also covers special events and activities within the agency.

1. Photographic Negatives. Central file photographic negatives documenting Treasury officials, activities and facilities including the photographic negatives of portraits of key officials and other staff members used to produce multiple copies for distribution to the public and for internal publications. The negatives (black and white (4"x 5")) are arranged in chronological assignment sequence, and housed in jackets bearing handwritten, group-level captions (generally 8-15 negatives per photo assignment).

The photolab currently maintains negatives dating back to ca 1992. The bulk of the holdings, ca. 3,000 images, are housed in plastic sleeves and maintained in eight 2-inch binders, as well as six 8x11x1 boxes.

Disposition: Permanent. Transfer to the National Archives in 5-year blocks when the newest negatives are 10 years old.

NOTE: For each type of audiovisual record designated as permanently valuable, the specific components required by 36 CFR 1228.266 for preservation, reproduction, and reference are listed below.

To provide for the proper preservation of Treasury's photographic images, color and black and white negatives and photographic prints should be maintained in separate files while in agency custody, and transferred separately to the National Archives in accordance with the disposition instructions below.

Black and white photographs: Transfer an original negative and a captioned print. If the original negative is nitrate or glass, include a duplicate negative on polyester, along with related finding aids and documentation necessary for their proper identification, retrieval, and use.

Color photographs: Transfer the original color transparency, color slide, or color negative, a captioned print and/or captioning information, and an internegative, if one exists, along with related finding aids and documentation necessary for their proper identification, retrieval, and use.