

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO
JAN 6 1976	NCI - 15-76-16
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
2-6-76	<i>James B. Rode</i> Archivist of the United States
Date	

*10 items*  
TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Veterans Administration

2. MAJOR SUBDIVISION

Administrative Services

3. MINOR SUBDIVISION

Office Operations Service

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

H. D. THOMBS

*389-3632*

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*Blake E. Turner*  
BLAKE E. TURNER

Assistant Administrator for  
Planning and Evaluation

*12/26/75*  
(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>AUDIO VISUALS SERVICE</u>		
1.	<p>The original negative and a captioned print for each black and white photograph and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color photograph of</p> <p>a. present and former Veterans Administration Administrators, Administrator's human interest file, and Veterans Administration installations.</p> <p>PERMANENT. Retain 15 years in Veterans Administration and then offer to the National Archives and Records Service.</p> <p>b. present and former Administrators in the Administrator's Portrait File.</p> <p>PERMANENT. Retain in VA until no longer needed for administrative purposes, and then offer to NARS.</p> <p>c. various veterans programs and dedications or equivalent.</p> <p>PERMANENT. Offer to NARS when 7 years old, or when no longer needed for administrative purposes, whichever occurs first.</p> <p>d. awards, retirements, presentation ceremonies, fund appeal campaigns, or equivalent.</p> <p>Destroy when 1 year old.</p>		
2.	<p>a. Motion pictures including the original negative or color original plus separate optical sound track, and intermediate masters</p> <p><i>Copy to Agency &amp; NCW 2-11-76</i></p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>a. master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture.</p> <p>b. Sound recordings including the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.</p> <p>c. Video recordings including the original or the earliest generation of each recording or a kinescope of the recording.</p> <p>d. Finding aids and production documentation including existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of these audiovisual records (a, b, and c) as well as production case files or similar files which include copies of production contracts or other documentation bearing on the origin, acquisition, release, or ownership of the audiovisual production.</p> <p>e. Originals or reproduced copies of motion picture or TV scripts (VA audiovisual scripts).</p> <p>PERMANENT. Offer to NARS when 10 years old, or when no longer needed for administrative purposes, whichever occurs first.</p> <p>f. Additional duplicate prints of a, duplicate recordings of b and c, and extra copies of e.</p> <p>Destroy when no longer needed for VA administrative purposes.</p> <p>ALL CHANGES ON THIS SF-115 WERE APPROVED BY W. STEWART AND J. PETERSON OF VA. (PL)-1/29/76.</p>		