

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2018-0006

Schedule Status Approved

Agency or Establishment National Archives and Records Administration

Record Group / Scheduling Group Records of the National Archives and Records Administration

Records Schedule applies to Agency-wide

Schedule Subject AUDIOVISUAL RECORDS

Internal agency concurrences will be provided No

Background Information This schedule covers the master set of audiovisual records to include photographs, video and other special media in both analog and digital formats that document the activities related to the mission of the National Archives and Records Administration (NARA).

INCLUDED are records of historical and/or noteworthy events, such as open meetings and activities where there is participation by the Archivist, Deputy Archivist and/or other senior NARA officials. Records also include any accompanying finding aids, metadata and documentation necessary for their proper identification, retrieval, and use.

EXCLUDED are derivative or business use copies of audiovisual records where the records are either transitory or specifically described and filed in other NARA approved records series items (e.g. case files of construction records, training files, volunteer programs files, workshops, etc.). Also excluded are audiovisual records not related to the mission of the agency that are covered by the General Records Schedule (GRS) and graphics files, which are created, for videos or still images that are preparatory or preliminary in purpose and are also covered by the GRS.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2018-0006

Sequence Number	
1	Audiovisual Records
1.1	Historically Significant Photographs, Audio, and Video Recordings Disposition Authority Number: DAA-0064-2018-0006-0001
1.2	Non-Historical/Non-Routine Audiovisual Records Disposition Authority Number: DAA-0064-2018-0006-0002

Records Schedule Items

Sequence Number	
1	<p>Audiovisual Records The processes and materials used to capture, record, transmit or reproduce sound or images, in all formats, to include photographic prints, negatives, slides, audio, and video productions documenting activities. Master set includes final documentary nontextual records covering historically significant activities of the NARA. These events are typically attended by the Archivist, Deputy Archivist, and/or other senior NARA officials. These records depict significant events, personalities, and other subjects relating to the mission and activities of NARA in particular, and American history in general, that document mission-related speaking, meeting, and touring activities; dedication ceremonies and official events; visiting dignitaries from political, scientific, cultural, and other realms; major events, selected programs, initiatives, and issues of significance to the agency; and, major agencies resources and facilities including construction progress for major projects. Records shall comply with NARA Bulletin 2014-04: Revised Format Guidance for the Transfer of Permanent Electronic Records and NARA Bulletin 2015-04: Metadata Guidance for the Transfer of Permanent Electronic Records and any subsequent guidance that revokes or supersedes these bulletins. Also includes any related documentation and finding aids.</p>
1.1	<p>Historically Significant Photographs, Audio, and Video Recordings Disposition Authority Number DAA-0064-2018-0006-0001</p> <p>Official copies documenting historically significant activities of the Archivist, Deputy Archivist, and other senior NARA officials. Coverage in varied formats which depict significant events, personalities, and other subjects relating to the mission and activities of NARA in particular and American history in general. Included are photographs of dedication ceremonies and official events; visits from officials and significant citizens, and major program activities, documenting their mission-related speaking, meeting, touring activities; visiting dignitaries from political, scientific, cultural, and other realms; events, programs, initiatives, issues of significance to the agency and the Archives and Records Management field; and major agencies resources and facilities, including photos shot during construction processes. Includes Master set of Still Photographs: Analog photographs (prints, negatives, contact sheets, slides, filmstrips) and digital photographs (born digital as well as scanned digital images), along with all associated finding aids and related documentation. Also, includes Master set of Video and Audio recordings: The final master sound or digital or analog video recording, or the final film negative and one print of motion picture film that document NARA's mission, programs, and activities, including any related documentation, finding aids, metadata necessary for their proper identification, retrieval, and use. Covers as well any agency video multi-media productions and associated finding aids.</p>

Final Disposition Permanent
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
File Number 1027-1	Still Photography - Photographs which depict significant events, personalities, and other subjects relating to the mission and activities of NARA in particular and American history in general. Included are photographs of dedication ceremonies and official events; visits from officials and significant citizens, and major program activities. EXCLUDED are photographs filed in the "Exhibit Case Files," file no. 1610.
File Number 1027-3	Still Photography - Official portraits of the Archivist, Deputy Archivist, and other senior NARA officials.
File Number 1028-1	Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records - Official record set. The original master sound or video recording, or the original film negative and one print of motion picture film that document NARA's mission, programs, and activities. Includes NARA-sponsored productions intended for public distribution; NARA-sponsored training productions that explain agency functions or activities (other than those identified in file no. 1028-5); recordings of public meetings or speeches, NARA-sponsored conferences, guest speakers, testimony of agency officials before Congress and at other hearings,

and interviews with NARA officials and staff; and other productions created to disseminate information to the public regarding NARA operations and programs.

GRS or Superseded Authority Citation N1-64-87-1/ 126-1
 N1-64-87-1/ 126-3
 N1-64-96-2/ 9a
 N1-64-96-2/ 10a
 N1-64-96-2/ 10b

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year
Transfer to the National Archives for Accessioning Transfer to the National Archives 5 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2014 To 2014
How frequently will your agency transfer these records to the National Archives? Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	32 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

Non-Historical/Non-Routine Audiovisual Records

Disposition Authority Number **DAA-0064-2018-0006-0002**

Records that depict activities related to the agency's mission but have technical or aesthetic deficiencies are not deemed significant enough (see NARA Audiovisual Records Disposition Guide) to warrant transfer to the National Archives and not covered by the General Records Schedule (GRS).

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year.
Retention Period	Destroy 5 year(s) after cut off
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
04/24/2018	Certify	Deborah Armentrout	Director, CM	National Archives and Records Administration - Corporate Records Management (CM)
08/21/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
02/14/2019	Submit For Certification	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
02/14/2019	Certify	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
03/26/2019	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/02/2019	Submit For Certification	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
04/04/2019	Certify	Cherisse Willis-Proctor	RIM Specialist	National Archives and Records Administration - Corporate Records Management
07/30/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services

08/01/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist