

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2 MAJOR SUBDIVISION

National Archives and Records Service

3 MINOR SUBDIVISION

Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald L. Heise

5 TEL EXT

376-8827

LEAVE BLANK

JOB NO

NC 1 - 64-77-3

DATE RECEIVED **JAN 11 1977**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-18-77
Date

James B. Chander
Archivist of the United States

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 9 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

☐ **A** Request for immediate disposal

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C DATE

D SIGNATURE OF AGENCY REPRESENTATIVE

E TITLE

1/11/77 Thomas W. Hall Director, Records Disposition Division

7
ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9
SAMPLE OR
JOB NO

10
ACTION TAKEN

GENERAL RECORDS SCHEDULE 21

Audiovisual Records

General Records Schedules are authorized under 41 CFR 101-11.404, General retention and disposal schedules, as follows:

§ 101-11.404-1 Authority.

(a) The Administrator of General Services will establish standards for the selective retention of records of continuing value (44 U.S.C. 2905).

(c) The Administrator of General Services may promulgate schedules authorizing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies if such records will not, at the end of the periods specified, have sufficient administrative, legal, research, or other value, to warrant their further preservation by the U.S. Government (44 U.S.C. 3303a).

The attached schedule proposes disposition standards for a General Records Schedule covering audiovisual and related records.

26 items

GENERAL RECORDS SCHEDULE 21

Audiovisual Records

This schedule covers audiovisual and related records that have been created by or for agencies of the Federal Government and those acquired by Federal agencies in the course of business. Audiovisual records created prior to January 1, 1946, must be offered to the National Archives and Records Service before applying disposition instructions set forth in this schedule.

Audiovisual records include still pictures, motion pictures, sound recordings, video recordings, and related documentation used for or necessary to the proper identification and retrieval or bearing on the origin, acquisition, use, and ownership of these records.

Audiovisual records that may have continuing legal, administrative, and research value are of two kinds: (1) those created, acquired, used, or distributed by Federal agencies for informational purposes and (2) those generated in conjunction with the transaction of agency business or resulting from agency program responsibilities which constitute evidence of the organization, functions, policy development, decisions, procedures, operations, or other activities of the Federal Government. Additional descriptive information applicable to the disposition instructions for selected items are included in explanatory notes at the end of this schedule.

The General Records Schedule for Audiovisual Records is broad in scope and meant to complement approved agency record schedules and the preceding 20 general records schedules. If an item in this schedule is at variance or is inconsistent with an approved agency record schedule, such discrepancies should be brought to the attention of the National Archives and Records Service (NARS). In such cases, disposition should be made in accordance with specific instructions provided by the National Archives and Records Service.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Still Pictures Files.</u> Still photographs, slide sets, film-strips, posters, original artwork, and other pictorial records that:	

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ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
a.	Provide documentation of the organization, functions, policies, procedures, and essential transactions of an agency; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.	Permanent. Break file every 5 years. Offer to National Archives and Records Service (NARS) when no longer needed for administrative use or when 10 years old.
	(1) Still photographs	
	(a) Black and white photography - the original negative and a captioned print.	
	(b) Color photography - the original color transparency or color negative, a captioned print, and an inter-negative if one is available.	
	(2) Other still pictorial records - the original and a reference print of each.	
b.	Are included as part of a project file, case file, report, or a similar type of record.	Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.
c.	Are not permanent records as described under item 1a of this schedule.	Destroy when no longer needed for administrative use in accordance with FPMR 101-42.303-1.
d.	Are faulty or technically poor photography.	Destroy immediately in accordance with FPMR 101-42.303-1.

GENERAL RECORDS SCHEDULE 21

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
2.	<u>Motion Pictures Files.</u>	
	Motion picture films including negatives, masters, and prints of productions and unedited outtakes and trims that:	
	a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of an agency; or contain information that is unique in substance, arrangement or manner or presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.	Permanent. Offer to NARS when no longer needed for administrative use or when 5 years old.
	(1) Agency sponsored films intended for distribution - 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.	
	(2) Films produced by or for an agency that is intended for internal staff use - the original negative or color original plus sound and a projection print.	
	(3) Films acquired by an agency - two projection prints.	
	(4) Unedited outtakes and trims, the discards of film productions, which have been appropriately arranged, labeled, and described - the original negative or color original and a work print.	
	(5) Films resulting from a visual or electronic transfer of video recordings.	

GENERAL RECORDS SCHEDULE 21

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

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| b. | Are included as part of a project file, case file, report or a similar type of record. | Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part. |
| c. | Are not permanent records as described under item 2a of this schedule. | Destroy when no longer needed for administrative use in accordance with FPMR 101-42.303-1. |
| d. | Are faulty or technically poor photography. | Destroy immediately in accordance with FPMR 101-42.303-1. |

3. Sound Recordings Files.

Sound recordings on tapes or discs that:

- | | | |
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| a. | Provide documentation of the organization, functions, policies, procedures, and essential transactions of an agency; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. | Permanent. Offer to NARS when no longer needed for administrative use or when 5 years old. |
|----|---|--|
- (1) Conventional mass-produced, multiple copy disc recordings - the master tape, matrix or stamper, and one disc pressing.
 - (2) Magnetic audio tape recordings (reel-to-reel, cassette, or cartridge) - the original tape or the earliest generation of each recording and a "dubbing" if one exists.

GENERAL RECORDS SCHEDULE 21

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	b. Are included as part of a project file, case file, report or a similar type of record.	Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.
	c. Are not permanent records as described under item 3a of this schedule.	Dispose of when no longer needed for administrative use.
	d. Are faulty of technically poor recordings.	Dispose of immediately.
4.	<u>Video Recordings Files.</u>	
	Video recordings that:	
	a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of an agency; or contain information that is unique in substance, arrangement or manner or presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art. Included are the original or earliest generation of the recording.	Permanent. Offer to NARS when no longer needed for administrative use or when 5 years old.
	b. Are included as part of a project file, case file, report or a similar type of record.	Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.
	c. Have been transferred by visual or electronic processes to motion picture film.	Dispose of after verifying the adequacy of the film copy.
	d. Are not permanent records as described under item 4a of this schedule.	Dispose of when no longer needed for administrative use.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	e. Are faulty or technically poor recordings.	Dispose of immediately.
5.	<u>Audiovisual Documentation files.</u> Finding aids and documentation files relating to audiovisual records, including:	
	a. Finding aids consisting of any of the following: shelf lists, visual aid cards, data sheets, shot lists, continuities, review sheets, indexes, caption lists, catalogs, or other documentation in a textual, microform, or machine-readable form that is necessary or helpful for the proper identification, retrieval, and use of the audiovisual records described in GRS 21, Items 1, 2, 3 and 4.	Dispose of in accordance with instructions covering the related audiovisual records.
	b. Production files or similar files which include production contracts, scripts, transcripts, and other documentation bearing on the origin, acquisition, release, and ownership of the production.	Dispose of in accordance with instructions covering the related audiovisual records.

Explanatory Notes

Item 1a(1)

Included are photographs of significant agency activities, personalities, procedures, programmatic responsibilities and developments which are made available to the public and those which are made and utilized in the course of agency business but which are intended for internal staff use and not normally available to the public.

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Item 1a(2)

Included are records that explain, instruct, advertise, or illustrate agency programs and functions. A representative sampling of these records should be made and identified as permanent records and offered to the National Archives and Records Service. Determinations as to the items to be selected as permanent records should be based upon the significance of their content and the uniqueness and quality of its presentation. Disposition of audio recordings that relate to filmstrips or slide sets should be in accord with instructions governing the associated filmstrip or slide set.

Item 1c

Included are still photographs that have limited administrative use or interest such as photographs whose subject matter is transitory in nature or is of purely local interest. Such photographs might depict athletic events, social gatherings, or other activities not directly related to agency operations or responsibilities. Included also are photographs of low-level administrative staff functions and ceremonial activities showing award presentations and commendations.

Item 2a

Included are edited motion picture productions as well as unedited footage (outtakes and trims) that depict significant agency activities, personalities, procedures, programmatic responsibilities and developments. This item includes motion films made for distribution and intended to inform, teach, or entertain and films made and utilized in the course of agency business for internal staff use and not necessarily available to the public. This item also includes television advertisements and announcements, commonly referred to as "TV spots," which describe, explain, or promote agency programs and activities. Frequently these announcements are produced in variant forms which describe the same program or activity and broadly speaking furnish the same basic information but in a slightly different arrangement, or they are of such a general nature that their informational and evidential value is inconsequential. Every TV spot produced by or for an agency is not a permanent record. A representative sampling of TV spots needs to be made and identified as permanent records and offered to the National Archives and Records Service. Determinations as to which TV spots possess sufficient value to warrant selection as permanent records should be based upon the significance of their content and the quality of its presentation. Those spots not selected as permanent records by an agency are disposable in accordance with the disposition instructions for item 2c.

GENERAL RECORDS SCHEDULE 21

Item 2c

Included are motion picture productions as well as unedited footage (outtakes and trims) that have limited administrative use or interest such as motion picture films whose subject matter is transitory in nature or is of purely local interest. Such motion picture films might depict athletic events, social gatherings, or other activities not directly related to agency operations for responsibilities. Included also is motion picture footage of low level administrative staff functions and ceremonial activities showing award presentations and commendations. This item also includes motion pictures that present standard, well-known, widely available technical instruction or managerial training programs which were acquired from Government agencies having established Government-wide training functions and responsibilities such as the Civil Service Commission or the armed services.

Item 3a

Included are completed audio productions which are distributed on discs and intended to inform, teach, or entertain. Also included are "radio spot masters" of radio announcements which describe and explain significant agency programs and activities. Frequently these announcements are produced in variant forms which describe the same program or activity and broadly speaking furnish the same basic information but in a slightly different arrangement. In such cases only a sampling of representative radio spots pertaining to a specific agency activity or program need not be considered permanent records. This item also includes sound recordings of significant speeches, conferences, committee meetings, and other recordings which may be made in the course of business but which are intended for internal staff use and not normally made available to the public. Those not selected as permanent records should be disposed of in accordance with the disposition instructions for item 3c.

Item 3c

Included are sound recordings which have limited administrative use or interest such as recordings which were produced for and utilized in some other audiovisual production such as a motion picture or a slide show. Sound recordings whose subject matter is transitory or of a local interest nature are also included.

Item 4a

Included are video recordings which are distributed and intended to inform, teach, or entertain as well as video recordings of significant programmatic events, procedures, conferences, meetings, operations, and techniques, and other recordings made in the course of business but which are intended for internal staff use and not normally available to the public. This item also includes television advertisements and announcements, commonly referred

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to as "TV spots," which describe, explain, or promote agency programs and activities. Frequently these announcements are produced in variant forms which describe the same program or activity and broadly speaking furnish the same basic information but in a slightly different arrangement or they are of such general nature that their informational and evidential value is inconsequential. Every TV spot produced by or for an agency should not be considered a permanent record. A representative sampling of TV spots needs to be made and identified as permanent records and offered to the National Archives and Records Service. Determinations as to which TV spots possess sufficient value to warrant selection as permanent records should be based upon the significance of their content and quality of their presentation. Those spots not selected as permanent records by an agency are disposable in accordance with the disposition instructions for item 4d. Agency originated video recordings and recordings acquired by an agency from non-Government sources that contain unique training and instruction material are included if such recordings provide documentation of or for agency programs and show their relationship to and impact on the public or present an historical account of some aspect of the agency's development.

Item 4c

Instructions governing the disposition of motion picture films that contain material that was originally in a video recording format will be found in item 2 of this schedule.

Item 4d

Included are video recordings which are purely transitory in nature and those which depict routine activities and functions having only marginal importance. Video recordings that present standard, well known, widely available technical instruction or managerial training programs which were acquired from Government agencies having established Government-wide functions or responsibilities such as the Civil Service Commission or the armed services, are included.