

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*ncd 7 Jun 81*

LEAVE BLANK	
JOB NO  NC1-64-81-1	
DATE RECEIVED June 4, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-18-83 <i>Date</i>	<i>Robert M. Warner</i> <i>Archivist of the United States</i>

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  
Audio Visual Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ray Hershberger

5. TEL EXT  
566-0673

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 4 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.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6/2/81	<p>D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ray Hershberger</i> Ray Hershberger</p> <p>E. TITLE Management Analyst</p>		
	<p><u>National Audiovisual Center Program Files</u></p> <p>Changes to file categories and disposition schedules are contained in the enclosed HB, GSA Records Maintenance and Disposition System, chs. 70 and 71 (OAD P 1820.2).</p>	64-76-2	

*Copy to agency 7-29-83*

**MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE**

*19 items*

OAD P 1820.2 CHGE

70A30. Film topical index file. Documents created in indexing films, film strips, and slides by topic and thereunder by title. Included are cards, listings, and related records.

Destroy when superseded or obsolete.

70A31 - 70A34. Reserved.

70A35. Promotional and advertising file. Documents created in making available to Federal agencies and the public, information regarding audiovisual items, services of NAC, and the film industry. Included are brochures, catalogs, conference announcements, mailing lists, and related records.

Destroy when superseded or obsolete.

70A36 - 70A39. Reserved.

70A40. Order acknowledgment file. Documents accumulated in acknowledging receipt of order from a customer. Included are original orders, processed receipts, and related records.

Cut off after order is completed, destroy when 1 year old.

70A41 - 70A44. Reserved.

70A45. Invoice file. Documents created in verifying the billing of a customer. Included are copies of bills, orders, invoices, and related records.

Cut off at the end of fiscal year of final payment hold 1 year, and retire to FRC. Destroy when 7 years old.

70A46 - 70A49. Reserved.

70A50. Supplier purchase order file. Documents accumulated in recording requests for audiovisual reproductions to be processed by photo labs. Included are order logs, purchase orders, customer orders, and related records.

Cut off at the end of fiscal year of final payment, hold 1 year, and retire to FRC. Destroy when 7 years old.

70A51 - 70A54. Reserved.

70A55. Cash sales file. Documents accumulated to record prepaid sale of audio-visual reproductions stock items. Included are copies of order logs, customer orders, cashier receipts, acknowledgment of receipt, and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 7 years old.

70A56 - 70A59. Reserved.

70A60. Completed sales file. Documents accumulated to record shipment of special orders for audiovisual reproductions. Included are copies of mail receipts, air freight receipts, custom forms for overseas mailing, and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 7 years old.

70A61 - 70A64. Reserved.

70A65. Pending order file. Documents accumulated in recording unfilled orders. Included are copies of order forms, acknowledgment forms, order logs, and related records.

Destroy on completion of order.

70A66 - 70A69. Reserved.

70A70. Agency agreement file. Documents accumulated in securing authorization to loan, rent, or sell audiovisual material produced by Federal agencies. Included are copies of agreements, amendments to agreements, and related records.

Cut off after completion of agreement, hold 1 year, and retire to FRC. Destroy when 12 years old.

70A71 - 70A74. Reserved.

70A75. Manual inventory sales record. Documents created in recording the sale of audiovisual materials. Included are listings of audiovisual items sold and related records.

Destroy when superseded or obsolete.

70A76 - 70A79. Reserved.

71B1. Collection document copy file. Documents accumulated or created in the sale of publications and reproductions. Included are copies of vouchers, purchase orders, invoices, deposit certificates, and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 7 years old.

71B2 - 71B4. Reserved.

71B5. Collection registers. Documents created to record the receipt of checks, money orders, or cash. Included are registers of remittance forms or comparable documents and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 7 years old.

71B6 - 71B9. Reserved.

71B10. Delinquent payment listings. Documents accumulated to record audio-visual delinquent payment accounts. Included are monthly reports of delinquent accounts and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 7 years old.

71B11 - 71B14. Reserved.

71B15. Delinquent accounts file. Documents accumulated to record actions taken to collect delinquent accounts in the sale of reproductions and publications during the prescribed 1-year period from the date of first billing. Included are records of telephone conversations and summaries of meetings with agency representatives, lists of delinquent accounts, copies of bills and vouchers, and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire to FRC. Destroy when 7 years old.

71B16 - 71B19. Reserved.

71B20. Insurance policy files. Copies of policies retained to record actions taken to protect or receive monetary compensation for losses suffered through damage or theft of NATFB holdings or property. Included are copies of insurance policies and related records.

Withdraw expired or canceled policies from the active file and place in an inactive file. Cut off the inactive file at the end of the year, destroy when 2 years old.

OAD P 1820.2 CHGE

71B21 - 71B24. Reserved.

71B25. Grant and foundation file. Documents accumulated to record receipt and expenditure of funds. Included are progress reports, invoices, copies of grants, and related records.

Cut off after completion of the grant. Destroy 10 years after termination of grant.

71B26 - 71B29. Reserved.

71B30. Customer service files. Documents accumulated to record the sale of Archives publications. Included are sales registers for microfilm and printed publications, and related records.

- a. Institutional files: Destroy when superseded or obsolete.
- b. Individual files: Destroy 1 year after last order.

71B31 - 71B34. Reserved.

71B35. Circulation files. Documents accumulated in recording subscription information for Archives publications. Included are subscriber's records, labeling and billing information, and related records.

Destroy 1 year after expiration of subscription.