

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-121-91-2

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

DATE RECEIVED 6/17/91

1. FROM (Agency or establishment)  
General Services Administration

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Office of Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mary Cunningham

5. TELEPHONE EXT. 501-2691

DATE 6/24/91 ARCHIVIST OF THE UNITED STATES  
*Claudia Friedman*

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 6/13/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Cunningham</i> Mary Cunningham	D. TITLE GSA Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>AMENDED (N1-121-91-2)</u></p> <p>Record descriptions and requested disposition instructions are contained in the attached proposed change (ch. 33-F) to the HB, GSA Records Maintenance and Disposition System.</p> <p>ART AND HISTORIC PRESERVATION RECORDS</p>		

*Copies sent to agency, NN-W, NARS NHT 11/9/92*

This appendix provides maintenance and disposition instructions for records relating to the arts and historic preservation programs and managing the Federal art collection. Art and historic preservation records are created as the result of responsibilities and functions assigned in the GSA Organization Manual (OHR P 5440.1), ch. 23-55.

RECORD

SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

33F1.

Fine arts program records.

a. Art inventories.

(1) Museum files. Information relating to portable, Federally owned, New Deal artworks in museum collections. Includes correspondence and other pertinent information.

Cut off on return of artwork to Federal custody. Create an Art History Case File and file under 33F1c.

(2) Disputed Federal ownership files. Includes registers, photographs and slides of artworks for which Federal ownership is in question.

Cut off when Federal ownership is established; file information in related art history case file (33F1c).

(3) Art disposition files. Includes information on artwork that has been deaccessioned, donated or destroyed by either natural or man-made occurrences.

~~Permanent. Cut off at the end of the fiscal year; transfer immediately to NARA.~~

*Change in disposition instructions*  
*Approved by*  
*Charles Hester*  
*2/24/91*  
Cut off when artwork deaccessioned; file information in related art history case file (33F1c)

b. Artists files. Biographical and other information, including correspondence with artists whose artworks are owned by the Federal government.

Permanent. Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.

c. Art history case files. Documentation relating to acquisition; conservation; exhibitions and loans; and the deaccession of Federally owned works of art, including Art Examination Worksheet (source of acquisition, e.g. donation or transfer), audiovisual documentation, Questionnaire for Loan of GSA Artworks for Exhibition, all completed GSA loan forms including GSA Form 10048, Liability Agreement for Loan of GSA Artworks, conservation and inspection reports, missing artwork information, correspondence and other related information.

Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>d. Exhibition and loan requests. Requests by museums to borrow Federally owned portable artworks for exhibition. Includes Questionnaire for Loan of GSA Artworks for Exhibition, correspondence and related information.</p>	
	<p>(1) Requests granted.</p>	<p>File with related art history case file.</p>
	<p>(2) Requests not granted.</p>	<p>Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p>
<p>33F2- 33F4.</p>	<p><u>Reserved.</u></p>	
<p>33F5.</p>	<p><u>Art-in-Architecture (A-I-A) program records.</u></p>	
	<p>a. Art inventories. Registers, photographs and slides relating to inventories of artworks that are located in Federal facilities.</p>	<p>Destroy after related third generation inventory.</p>
	<p>b. Artists files.</p>	
	<p>(1) Artists represented in the A-I-A program. Biographical and other information, including correspondence with commissioned artists whose artworks are incorporated into the architecture of Federal facilities.</p>	<p>Permanent. Cut off in 10-year blocks; transfer to NARA 5 years after cutoff.</p>
	<p>(2) National Registry of Artists. Information submitted by artists who want to be commissioned for the GSA A-I-A Program. Includes correspondence and background information necessary to determine an artist's qualifications and work in a specific art media, such as resumes, catalogs, art reviews, slides of the artist's work and related information.</p>	<p>Return slides to artist when s/he no longer wants to be considered for commission. Destroy remaining information when no longer needed.</p> <p>NOTES: Information about artists may be subject to the Privacy Act of 1974.</p> <p>Information in this category may be donated to the public when no longer needed, provided permission from the artist is secured before such donation and the instructions contained in ch. 3-21a(2) are followed.</p>
	<p>(3) Project case files. Documentation relating to acquisition, commission, placement, conservation and deaccession of artworks in Federal facilities. Information</p>	<p>Permanent. Cut off at the end of the fiscal year in which artwork is donated, destroyed or otherwise deaccessioned. Transfer immediately to NARA.</p>

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	includes backgrounds about proposed and selected artists, photographs and slides, minutes from the Artist Selection Panel meetings, copies of artist's contracts, building plans related to the placement of artworks, conservation information and art inspection forms.	
33F6-33F9.	<u>Reserved.</u>	
33F10.	<p data-bbox="323 630 615 659"><u>Art maintenance records.</u></p> <p data-bbox="323 688 841 861">a. Proposed conservator files. Information about conservators who desire to be considered for GSA contracts. Included are GSA Conservator Qualifications Questionnaire, correspondence and related records.</p> <p data-bbox="323 890 841 1066">b. Miscellaneous art management files. Correspondence, slides, photographs, drawings and nontextual information relating to the management of artworks that cannot be filed within specific categories elsewhere in this appendix.</p>	<p data-bbox="915 688 1433 777">Destroy when conservator no longer wants to be considered for GSA contracts or when no longer needed.</p> <p data-bbox="915 806 1433 865">NOTE: Information about conservators may be subject to the Privacy Act of 1974.</p> <p data-bbox="915 894 1433 953">Cut off at the end of the fiscal year; destroy 2 years after cutoff.</p>
33F11-33F14.	<u>Reserved.</u>	
33F15.	<p data-bbox="323 1184 781 1243"><u>Historic buildings preservation program records.</u></p> <p data-bbox="323 1272 841 1415">a. Historic structures reports/historic building preservation plans. Reports and program plans to identify and maintain historically and architecturally significant buildings under GSA ownership.</p> <p data-bbox="323 1444 841 1621">b. Historic properties files. Information relating to specific historic buildings under GSA ownership. Includes correspondence between Central Office and the regions, between GSA and state historic preservation officers and related information.</p>	<p data-bbox="915 1272 1433 1386">Permanent. Cut off at the end of the fiscal year in which the building is sold or demolished. Transfer immediately to NARA.</p> <p data-bbox="915 1453 1433 1537">Permanent. Cut off at the end of the fiscal year in which building is sold or demolished. Transfer immediately to NARA.</p>

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**RECORD****SYMBOL****DESCRIPTION OF RECORD****AUTHORIZED DISPOSITION**

c. Miscellaneous preservation management files. Correspondence and other documents, slides, photographs, drawings and nontextual information relating to the preservation of historic structures that cannot be field within specific categories elsewhere in this appendix.

Cut off at the end of the fiscal year; destroy 2 years after cutoff.