

Request for Records Disposition Authority

Records Schedule Number DAA-0269-2017-0002

Schedule Status Approved

Agency or Establishment General Services Administration

Record Group / Scheduling Group General Records of the General Services Administration

Records Schedule applies to Agency-wide

Schedule Subject Audiovisual Records (269.18)

Internal agency concurrences will be provided No

Background Information Audiovisual records means records in pictorial or aural form, including still photographs and motion media (i.e., moving images whether on motion picture film or as video recordings), sound recordings, graphic works (e.g., printed posters), mixed media, and related finding aids and production files. (36 CFR 1237.4). These records may be in a sustainable digital or analog format.

Records in this category constitute like-formatted collections (such as libraries or file shares) that are not easily comingled with related scheduled records. For those comingled audiovisual files that are part of case file or group of files for a stated and scheduled purpose, that audiovisual file will take on the record schedule of that casefile, rather than be separated out by format and scheduled under this group.

Transfer and storage of audiovisual records will be done in accordance with 36 CFR Chapter XII, Subpart C - Transfer Specifications and Standards (Section 1235.42) and 36 CFR Chapter X11, Section 1237.12 - 37).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0269-2017-0002

Sequence Number	
1	010 - Collections of Significant Audiovisual Records Disposition Authority Number: DAA-0269-2017-0002-0001
2	011 - Collections of Routine Audiovisual Records Disposition Authority Number: DAA-0269-2017-0002-0002
3	012 - Duplicate Audiovisual Records Disposition Authority Number: DAA-0269-2017-0002-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="350 406 1062 438">010 - Collections of Significant Audiovisual Records</p> <p data-bbox="350 459 1135 491">Disposition Authority Number DAA-0269-2017-0002-0001</p> <p data-bbox="350 512 1505 885">Records in this series include unique collections of mission-related materials stored in an audiovisual or mixed media format. Such audiovisual records include, but are not limited to, records related to agency histories, publications, testimonies, speeches, interviews, oral histories and related supporting and/or descriptive materials. Also included are senior agency officials photographs, swearing in events, press conferences, major addresses, Congressional appearances, inspection tours, and meetings with political and cultural dignitaries, agency programs, initiatives, and milestones, dedication ceremonies, policy-related conferences, GSA historical commemorations, and other events reflecting the unique functions and responsibilities of the organization.</p> <p data-bbox="350 895 915 927">Final Disposition Permanent</p> <p data-bbox="350 949 846 981">Item Status Active</p> <p data-bbox="350 1002 813 1034">Is this item media neutral? Yes</p> <p data-bbox="350 1055 813 1172">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="350 1193 802 1289">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="350 1300 1008 1364">GRS or Superseded Authority Citation N1-269-95-001 / a</p> <p data-bbox="350 1395 659 1427">Disposition Instruction</p> <p data-bbox="350 1449 1455 1481">Cutoff Instruction Cut off at the end of the fiscal year when produced.</p> <p data-bbox="350 1502 1406 1576">Transfer to the National Archives for Accessioning Transfer to the National Archives 3 year(s) after cutoff.</p> <p data-bbox="350 1608 659 1640">Additional Information</p> <p data-bbox="350 1661 829 1693">First year of records accumulation 1949</p> <p data-bbox="350 1715 1032 1810">What will be the date span of the initial transfer of records to the National Archives? From 1949 To 2000</p> <p data-bbox="350 1832 951 1927">How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2

011 - Collections of Routine Audiovisual Records

Disposition Authority Number **DAA-0269-2017-0002-0002**

Records in this series include audiovisual collections, analog and digital, relating to non-mission activities including award ceremonies, retirement ceremonies, holiday and other social gatherings, and campaigns, workshops, educational events common to most government agencies (e.g., fundraising drives, health fairs, and safety, security, and information technology training, minor conferences of a recurring nature), and related records."

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-269-95-001 / b**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year when produced.**

Retention Period **Destroy 3 years after cutoff. Longer retention is authorized if needed for business purposes.**

Additional Information

GAO Approval **Not Required**

3

012 - Duplicate Audiovisual Records

Disposition Authority Number **DAA-0269-2017-0002-0003**

Records in this series constitute copies of both routine and significant audiovisual files, where there is a clear identification of the "official" record version and related supporting or descriptive materials. Also included are files, generated in the course of any audiovisual assignment, deemed to be technical or aesthetic deficiencies, or deemed to have coverage in excess of what is required for adequate and proper documentation of the subject. Examples include, but are not limited to outtakes, or items excluded from the final version, development files, scripts and drafts, and other related materials.

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

Retention Period **Destroy when no longer needed for business or
reference purposes.**

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
07/19/2017	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
02/21/2019	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/22/2019	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
02/22/2019	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
04/02/2019	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
04/22/2019	Submit For Certification	David Simmons	Knowledge Management Specialist	Public Buildings Service - All os Region 5 GSA
04/22/2019	Certify	Robert Smudde	National Records Of ficer	Office of the Chief Information Officer - Office of Policy and Compliance
08/14/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/20/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

08/21/2019	Concur	Laurence Brewer	Chief Records Office	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist