

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-362-90-3	DATE RECEIVED 8-3-90
1. FROM (Agency or establishment) Peace Corps		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Creative Services		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4. NAME OF PERSON WITH WHOM TO CONFER John von Reyn	5. TELEPHONE EXT. 606-3020		
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 7/2	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Director, Records Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><u>MOTION PICTURE FILM</u></p> <p>Subjects which reflect the agency's program and/or mission such as films pertaining to recruitment, agency work in a country, ad campaigns, public service announcements, and media coverage.</p> <p>a. Agency created or sponsored films:</p> <p>(1) Original negative or color original plus separate optical sound track</p> <p>(2) Intermediate master positive or duplicate negative plus optical sound track</p> <p>(3) Sound projection print</p> <p>Disposition: PERMANENT. TRANSFER to National Archives in 5 year blocks when the oldest film is 10 years old. (For example, films created in 1981-1985 would be transferred to the National Archives in 1991, films created in 1986-1990 would be transferred in 1996, etc.)</p>		

Copies sent to agency NN-W NARS NN 10/2/90

~~(4) Duplicate prints and pre-print elements
not required for preservation~~

~~Disposition: DESTROY when no longer needed. GRS 21/13~~

b. Agency acquired motion picture films:

MM Two projection prints

Disposition: PERMANENT. **TRANSFER** to National Archives in 5 year blocks when the oldest film is 10 years old.

~~(2) Duplicate prints and pre-print elements
not required for preservation~~

~~Disposition: DESTROY when no longer needed. GRS 21/13~~

c. Finding aids such as indexes, shot lists, or other lists which describe and/or facilitate use of the motion pictures.

Disposition: PERMANENT. **TRANSFER** to National Archives with corresponding film.

d. Production documentation bearing on the origin, acquisition, release, and ownership of the production such as case files containing production contracts, scripts, transcripts, etc.

Disposition: PERMANENT. **TRANSFER** to National Archives with corresponding film.

e. Unedited outtakes and trims:

(1) Original negative or color original

(2) Work print

Disposition: **OFFER** to National Archives stock film depository when edited final version of film is transferred to the National Archives for permanent retention as described above, or when no longer needed by agency, whichever is sooner (see OMB Circular A-114). All outtakes and trims accepted for deposit by the National Archives stock film depository remain the property of the depositing agency. In accordance with OMB Circular A-114, the footage may be retained or destroyed at the discretion of the National Archives following agency notification.

~~The outtakes and trims accepted for deposit must~~

~~be properly arranged, labeled, and described and
must show unstaged, unrehearsed events of
historical interest or historically significant
phenomena.~~

~~(3) Duplicate prints and pre print elements
not required for preservation~~

~~Disposition: DESTROY when no longer needed. CRS 21/13~~

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VIDEO TAPES

Subjects which reflect the agency's program and/or mission such as tapes pertaining to recruitment, agency work in a country, ad campaigns, public service announcements, and media coverage.

- a. The original or the earliest generation of the video recording plus one dubbing of same.

Disposition: PERMANENT. **TRANSFER** to National Archives in 5 year blocks when the oldest tape is 10 years old.

~~b. Duplicate dubbings and pre mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.~~

~~Disposition: DESTROY when no longer needed. CRS 21/21~~

- c. Finding aids such as indexes, shot lists, or other lists which describe and/or facilitate use of the video tapes.

Disposition: PERMANENT. **TRANSFER** to National Archives with corresponding tapes.

- d. Production documentation bearing on the origin, acquisition, release, and ownership of the production such as case files containing production contracts, scripts, transcripts, etc.

Disposition: PERMANENT. **TRANSFER** to National Archives with corresponding tapes.

- e. Raw camera footage

Disposition: **OFFER** to National Archives stock film depository. See 1e above.

~~f. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)~~

~~Disposition: **DESTROY** one year after completion of training program.~~

GRS 21/21