

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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JOB NO. *NI-362-91-2*

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

DATE RECEIVED
2-28-91

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

ACTION

2. MAJOR SUBDIVISION

Office of Management and Budget

3. MINOR SUBDIVISION

Administrative & Management Services

4. NAME OF PERSON WITH WHOM TO CONFER

Evelyn D. Grimes

5. TELEPHONE EXT.

634-9246

DATE

1/17/91

ARCHIVIST OF THE UNITED STATES

[Signature]

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 ~~10 x 8~~ 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 | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
|----------------|---------------------------------------|------------------------|
| <i>3/25/91</i> | <i>Evelyn D. Grimes</i> | <i>Records Officer</i> |

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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) |
|------------|--|-----------------------------------|----------------------------------|
| 1. | <p><u>Posters</u></p> <p>Recruitment, anniversary, OAVP and other promotional posters which are basic to the operation and mission of ACTION.</p> <p>Disposition: Permanent. Transfer 2 copies of each poster when produced by adding the National Archives to the distribution list and shipping the posters flat or in tubes to the Still Pictures Branch.</p> <p>Annual rate of accumulation: Approximately 5 per year.</p> | | |
| 2. | <p><u>Motion Picture Films</u></p> <p>ACTION sponsored films which reflect the agency's programs and/or mission such as films pertainig PRODUCED FOR public distribution, including informational, educational, and recruitment films.</p> <p>a. Agency created or sponsored films:</p> <p>(1) Original negative or color original plus separate optical sound track</p> <p>(2) Sound projection print</p> | | |

all changes to this proposal scheduled have been approved by

- (3) Intermediate master positive or duplicate negative plus optical sound track

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 Archives in 1991, films created in 1986-1990 would be transferred in 1996, etc.)

b Agency acquired motion picture films:

Projection Prints

Disposition: Permanent. Transfer to National Archives in 5 year blocks when the oldest film is 10 years old.

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.

3. Video Tapes

Subjects which reflect the agency's programs and/or mission such as tapes pertaining to recruitment, 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. 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.

- c. 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.

- d. Raw camera footage

Disposition: Offer to National Archives stock film depository. See ~~1e~~ above.

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4. Sound Recordings

Subjects which document the agency's program and/or mission such as promotional Ad Council radio spots, official speeches, etc.

Disposition: Permanent. Transfer original sound recording plus one dubbing, if available, to the National Archives within 10 years after creation of the sound recording.

5. Still Pictures

document the program and/or mission of ACTION such as
Subjects which ~~are necessary for the preservation, duplication,~~
~~and reference service of pictorial image included in the~~
~~ACTION photograph file.~~ *recruitment, service projects, etc.*

- a. 1. Black and white photographs; an original negative and a captioned print. If the original negative is nitrate or glass, a duplicate negative is also needed.
- b. 2. Color photographs; the original color transparency or color negative, a captioned print, and an internegative if one exists.
- c. 3. For slide sets, the original and a reference set, and the related audio recording and script if one exists.
- d. 4. For other pictorial records such as ~~posters~~, original artwork, and filmstrips, the original and a reference print.

Disposition: Permanent. Transfer to National Archives in 5 year blocks when the oldest material is 10 years old.

- e. ^{All} Finding aids and indexes, including any electronically produced ones (both hard copy and on a floppy disk in ASCII or Comma Delimited format) relating to items 5a to d.
- f. Related documentation such as production files, contracts, and releases that explain the origin, development, acquisition, use, and ownership of still pictures.

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6. Handicap Accessibility Self--Evaluations

Self evaluations conducted of ACTION HQ and field offices identifying areas of compliance/non-compliance with Section 504 of the Rehabilitation Act of 1973, as amended.

Disposition: Cut off after completion of evaluation, hold 2 years and destroy.

7. Recruitment/Placement Catalogue

These files contain volunteer assignment descriptions for ACTION referred positions submitted by sponsors to State offices.

Disposition: Hold for three years and then destroy.

8. Recruiter's Manual

This file contains background material, previous issues of the recruiter's manual, comments and suggestions from the recruitment office for improvement in the manual and clearance by affected offices.

PERMANENT.

Disposition: \wedge Cut-off when project is completed, hold 3 years and retire to FRC. *TRANSFER to National Archives when 5 years old.*

9. Volunteer Applicant Files (Rejected Applicants)

Applicant files are established for basically qualified individuals who apply for service. The files contain the application, reference forms, background information forms, evaluation/interview forms, letters, medical forms, and miscellaneous papers created during the application process.

Disposition: Destroy files ~~quarterly~~ 1 year after the file ~~is inactivated.~~ *application is received.*

10. Recruitment/Selection/Placement ^{Evaluation Reports} ~~Studies and Evaluation Files~~

This file contains ^{evaluation} studies and reports relating to the recruitment, selection and placement of volunteers for VISTA.

PERMANENT.

Disposition: \wedge Cut off ~~at end of~~ *every* 2 years. ~~hold 5 additional years and retire to FRC.~~ *RETIRE to FRC in 2 year blocks when oldest record is 7 years old. TRANSFER to National Archives when oldest record is 15 years old.*

11. Recruiting and Placement Historical Documentation Files

This file contains reports documenting the recruitment and placement procedures of VISTA. These reports are used to prepare additional reports with detailed graphs and charts showing year by year comparative analysis of VISTA.

Disposition: ^{PERMANENT. every} ~~A Cut off at end of 2 years, hold 5 additional years and retire to FRC.~~ ^{RETIRE to FRC in 2 year}
blocks when oldest record is 7 years old.
TRANSFER to National Archiver when oldest record is 15 years old.

12. Volunteer Applicant Files

Applicant files are established for basically qualified individuals who apply for service. The files contain the application, reference forms, background information form, letter, medical or legal flag forms, and miscellaneous papers created during the application process.

A. Files of applicants who become trainees

Disposition: Close file when applicant reports for training. Retire to FRC three months after quarter in which file is closed. FRC will destroy 4 years after the year the applicant reported for training.

B. Files of Applicants who do not become trainees

- (1) Applicants who are not barred from reapplying for three years on the basis of suitability.

Disposition: Destroy files quarterly 1 year after the file is inactivated.

- (2) Applicants who are barred from reapplying for three years on the basis of suitability.

Disposition: Hold files 3 years after inactivation date and destroy.

13. Cuff Records

*(such as ACTION form number A946
or equivalent)*

Records that are maintained by individual offices, which details all obligated and actual expenditures for contractors.

Disposition: Cut off at the end of the fiscal year; hold for 3 years and destroy.

14. Delegation of Authority Files

Includes materials pertaining to the issuance of delegations of authority to key ACTION officials and line of succession to principal positions within the agency.

Disposition: ^{TEMPORARY.} Cut off, ^{and destroy} when delegation is canceled or superseded; same for lines of succession.

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12/5/91

15. Appropriations Hearings

Includes congressional bills, hearings and legislative history relating to ACTION expenditures, operations, and appropriations.

Disposition: Cut-off each fiscal year; transfer to FRC 2 years after cutoff; and destroy 6 years after cutoff.

16. Budget Execution

Includes allotment advices, revisions, apportionments, ceiling limitations; employment; cost distribution; staffing and utilization of funds.

Disposition: Cut-off each FY; transfer to FRC after 2 years and destroy after 6 years.

17. Current--Year Operating Plans (CYOPs)

The file contains planning and budget documents used to support the current year operating plan i.e., goals and objectives of the agency

Disposition: ^{CUT-OFF} ~~Dispose~~ of at end of current year; hold for 3 years and destroy.

18. Program Directories

Includes the complete mailing address, phone number and name of each Program's State Director, State Project Officer and Sppnsors.

Disposition: Destroy when superseded, obsolete or no longer needed.

19. Reimbursable Work Authorization Files

Copies of GSA form 2597 and related documents generated for seeking reimbursement for work by GSA.

Disposition: Cut off at end of fiscal year, destroy 2 years later.

20. Collections File

Files relating to collections made as a result of claims settled by ACTION. All original documentation is kept with the claims files.

Disposition: Cut-off at the end of FY; destroy when 1 year old.

21. Payable Files

Files showing money that has been paid for bills accrued, obligated or paid. Includes batch control sheets, payment coding sheets, covers training request, vendors, contractors, bill of lading, GSA bills, etc.

Disposition: Cut-off at end of FY; destroy 6 years 3 months after period covered by account.

22. Vital Record Files

Files pertaining to the identification and protection of records vital to the operation of the agency, including operating records, and right and interest records.

Disposition: Destroy when superseded, obsolete, or no longer needed.

23. Official Portrait Photographs

Includes official portrait photographs of ACTION officials at the office level and above.

Disposition: Permanent. Offer to Archives after incumbent leaves service.

24. Current-Year Operating Plans (CYOPs) Annual Cumulation Report

This is the annual compilation of agency-wide goals, objectives, and budget information compiled from the quarterly CYOPS sent from headquarters and regional offices.

Disposition: PERMANENT. Cutoff annually. Transfer in 5 year blocks when oldest record is 10 years old.

25. Training and Development System (TADS) Files

Files pertaining to the creation and periodic updating of the TADS handbook which is comprised of six components designed to enhance the technical competence of Volunteers. Curricula and lesson plans are included in the handbook.

a. Record set of each edition of the handbook -

Disposition: PERMANENT. ~~TRANSFER~~ to the National Archives in 5 year blocks when 10 years old.

b. Files pertaining to the creation and updating of TADS -

Disposition: ^{TEMPORARY} ~~PERMANENT~~. Cutoff when pertinent TADS section revision is completed. RETIRE to Washington National Records Center when 2 years old. ~~TRANSFER to National Archives~~ when 5 years old.
 ~~DESTROY~~

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