Schedule Number: N1-362-91-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of:

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items are active except item 16.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

DAA-GRS-2015-0006-0002 supersedes item 16.
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment)
   Office of Management and Budget
   Administrative & Management Services

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Evelyn D. Grimes

5. TELEPHONE EXT.
   634-9246

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 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; ☐ is unnecessary.

   B. DATE
   3/25/91

   C. SIGNATURE OF AGENCY REPRESENTATIVE
   Evelyn D. Grimes

   D. TITLE
   Record Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Posters</td>
</tr>
<tr>
<td></td>
<td>Recruitment, anniversary, OAVP and other promotional posters which are basic to the operation and mission of ACTION.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Annual rate of accumulation: Approximately 5 per year.</td>
</tr>
<tr>
<td>2.</td>
<td>Motion Picture Films</td>
</tr>
<tr>
<td></td>
<td>ACTION sponsored films which reflect the agency's programs and/or mission such as films pertaining for public distribution, including informational, educational, and recruitment films.</td>
</tr>
<tr>
<td></td>
<td>a. Agency created or sponsored films:</td>
</tr>
<tr>
<td></td>
<td>(1) Original negative or color original plus separate optical sound track</td>
</tr>
<tr>
<td></td>
<td>(2) Sound projection print</td>
</tr>
</tbody>
</table>

115-108

Capured paid to agency: N/A

Michael D. Whitt, Acting Archivist of the United States

STANDARD FORM 115 (REV. 8-83)
NBR 1994-00-634-4064
FPMR (41 CFR) 101-11.4
(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.)

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.

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.

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.

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 a above.

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 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.

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 5 through 8.

f. Related documentation such as production files, contracts, and releases that explain the origin, development, acquisition, use, and ownership of still pictures.
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.


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.

Disposition: A 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 Studies and Evaluation Files

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

Disposition: A Cut off at end of 2 years, hold 5 additional years and retire to FRCblock 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: Cut off at end of 2 years, hold 5 additional years and retire to FRC. Block when oldest record is 7 years old. Transfer to National Archives 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

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: Cut off when delegation is canceled or superseded; same for lines of succession.

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: 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 Sponsors.

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: PERMANENT. **TRANSFER** to Washington National Records Center when 2 years old. **TRANSFER** to National Archives when 5 years old. **DESTROY**