

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Inter-American Foundation

2. MAJOR SUBDIVISION  
Learning & Dissemination

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
Eliabeth G. Pagano (703) 841-3820

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-454-93-1

DATE RECEIVED  
4-29-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

6-28-93 *Gentry*  
*Gentry*  
*Gentry*

6. 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 on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE  
4/21/93 *Melvin Asterken* Records Officer  
Melvin Asterken

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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FOR DESCRIPTION SEE ATTACHED PAGES

*Copies sent to agency, NNS 7/6/93*

● 7-454-92-1

*Inter-American Foundation*

1. Motion Picture Films

Films (Spanish and English), created by the Inter-American Foundation and acquired from grant recipients, which reflect the agency's programs and/or mission. These include informational and educational films concentrating on self-help programs in Latin America and the Caribbean as well as films produced for anniversary commemoration of the agency.

a. Agency created or sponsored films:

- (1) Original negative or color original plus separate optical sound track
- (2) Sound projection print
- (3) Intermediate master positive or duplicate negative plus optical sound track

Disposition: Permanent. Transfer English version and/or Spanish original to the National Archives in 5 year blocks when the oldest film is 10 years old. (For example,

films created in 1981-1985 could be transferred to the National Archives in 1991. (Films created in 1986-1990 would be transferred in 1996, etc.) Earlier transfer may be made if no longer needed by the agency.

b. Agency acquired motion picture films:

(1) Projection prints

Disposition: Permanent. Transfer English version or Spanish original to the National Archives in 5 year blocks when the oldest film is 10 years old. Earlier transfer may be made if no longer needed by the agency.

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 the 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 the National Archives (NNSM) 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 the 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, three footage may be retained or destroyed at the discretion of the National Archives following agency notification.

2. Video Tapes

Video programs (Spanish and English), created by the Inter-American Foundation and acquired from grant recipients, which reflect the agency's programs and/or mission, particularly self-help programs in Latin America and the Caribbean. Programs include videos produced for anniversary commemoration of the agency.

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

Disposition: Permanent. Transfer English version and/or Spanish original to the National Archives in 5 year blocks when the oldest film is 10 years old. Earlier transfer may be made if no longer needed by the agency.

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

Disposition: Permanent. Transfer to the National Archives with corresponding film.

- 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 the National Archives with corresponding film.

- d. Raw camera footage

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

3. Spanish Language Motion Picture Films and Videos for which the English Version is the Original

*GRS 21, items 13, 21*

Disposition: Temporary. Destroy when no longer needed.