



● 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 would 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.