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)
   Peace Corps
   Office of Creative Services

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   John von Reyn
   606-3020

5. TELEPHONE EXT.

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
   [Signature]

   D. TITLE
   Director, Records Management Division

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   1. MOTION PICTURE FILM
      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.
      a. Agency created or sponsored films:
         (1) Original negative or color original plus separate optical sound track
         (2) Intermediate master positive or duplicate negative plus optical sound track
         (3) Sound projection print

     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.)

   Copy sent to agency NN-NN, NNS, NST 10/24/92
(4) Duplicate prints and pre-print elements not required for preservation

Disposition: DESTROY when no longer needed.

b. Agency acquired motion picture films:

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.

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.  GRS 21/13

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.  GRS 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.