

1104 **VISUAL INFORMATION FILES.** These files relate to the operation and administration of audio-visual activities and the furnishing of pictorial and audio-visual support. Audio-visual services include, but are not limited to, the production, storage, and issue or loan of still pictures, color transparencies, motion pictures and/or video recordings. These files accumulate mainly in the Headquarters DNA Visual Information Division; the appropriate offices in DNA Field Command and the Armed Forces Radiobiology Research Institute, and the film repository at DASIAC. (NEW) (*RETAIN--PENDING APPROVAL OF DISPOSITION STANDARDS BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION*)

NOTE: Other than those in Items 1104.04a and b, 1104.09a, and 1104.10a, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

Still Photography Section

A stock of extra prints maintained for distribution and reference purposes will not be regarded as a record within the definition of records (U.S.C. Title 44, Chapter 33.)

1104.01 **NON-MISSION PHOTOGRAPHY.** (This description replaces what was 1104.10a in previous drafts of this schedule. No physical file is maintained with this number, though. See the disposition below.) Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.

Proposed Disposition

PRINTS AND NEGATIVES GIVEN TO SUBJECT INDIVIDUALS.

1104.02 **PERSONNEL IDENTIFICATION PHOTOGRAPHS.** (This file item replaces what was 1104.10b in previous drafts of this schedule.)

Proposed Disposition

REPLACE WHEN 5 YEARS OLD OR IF DAMAGED. DESTROY UPON DEPARTURE OF INDIVIDUAL CONCERNED.

NOTE: This file is maintained by ISSO within Headquarters, DNA.

1104.03 **OFFICIAL PORTRAITS OF SENIOR STAFF.** (This file item replaces what was 1104.10c in previous drafts of this schedule.)

NOTE: The record copy of DIR, DNA photographs is maintained by the DOD Motion Medial Still Photos Office.

1104.04 HISTORICAL PHOTOGRAPHIC FILES (This file item replaces what was 1104.10h in previous drafts of this schedule.)

a. First generation original negatives of photographs, transparencies (35mm or 120mm) and duplicates, as well as original motion picture film or videotapes that document events of historical importance, including those of interest because of test shot cloud dust studies or accidental incidents.

Proposed Disposition

PERMANENT. RETAIN AT DASIAC. OFFER TO NATIONAL ARCHIVES UPON DISCONTINUANCE OF THE AGENCY.

b. Original negatives, slides, or other photographic medium imaged to document military construction projects, modification or repair to radiation test facilities.

Proposed Disposition

PERMANENT. TRANSFER RECORDS TO HOST COMMAND ON COMPLETION OF DECOMMISSIONING PROCESS.

~~c. Copies (working material): (GRS 21, #4)~~

~~DESTROY WHEN NO LONGER NEEDED.~~

1104.05 AGENCY MISSION PHOTOGRAPHIC DOCUMENTATION FILES. Includes all photographic media and formats to document routine mission-related activities not important to mission research or training activities, and without historical basis.

Proposed Disposition

DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED.

1104.06 AGENCY AUDIOVISUAL TRAINING MATERIALS. These are training presentations developed as part of the DNA mission, and include the Medical Effects of Nuclear Weapons Course.

a. Master Copy. These are the first generation of DNA films, slide sets, videotapes, etc. prepared (or acquired) to be used as a master for preparation of duplications for use. This copy not to be issued or loaned out.

Proposed Disposition

RETAIN CURRENT MASTER ON FILE UNTIL TERMINATION OF PRESENTATION; THEN OFFER COPY TO DASIAC FOR FURTHER RETENTION.

b. Duplicate Copy. These copies of the first generation are for distribution or loan.

Proposed Disposition

DESTROY WHEN SUPERSEDED OR NO LONGER NEEDED.

~~c. 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.) (This file item replaces what was 1104.14 in the previous draft of this schedule. (GRS 21, #17)~~

~~DESTROY 1 YEAR AFTER COMPLETION OF TRAINING PROGRAM.~~

1104.07 GRAPHIC ARTS FILES. (This file item replaces what was 1104.06a, b, and d in previous drafts of this schedule.) Records which include:

~~a. Viewgraphs, slides, routine artwork for printing and other graphics (including posters), as well as original artwork: (GRS 21, #5)~~

~~DESTROY UPON FINAL PUBLICATION, OR WHEN NO LONGER NEEDED.~~

~~b. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction. (GRS 21, #7)~~

~~DESTROY WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINTING.~~

~~c. Computer-Generated Presentation Graphics.~~

Proposed Disposition

FLOPPY DISKS RECORDS ARE ERASED WHEN NO LONGER NEEDED FOR FUTURE USE; DISKS ARE REUSED WHEN PRACTICAL.

Motion Picture and Video Section

A stock of extra film prints maintained for distribution and reference purposes will not be regarded as a record within the definition of records (U.S.C. Title 44, Chapter 33.)

1104.08 NON-GOVERNMENT PRESENTATIONS. These are films, film strips, slide sets, videotapes, or vu-graphs acquired from sources outside DNA (purchased from vendors or provided by contractors) that document agency activities and/or programs. (~~GRS 21, #14~~)

Proposed Disposition

RETAIN LOCALLY UNTIL NO LONGER NEEDED FOR REFERENCE, THEN OFFER TO HEADQUARTERS DNA FOR POSSIBLE FURTHER RETENTION BY DASIAC.

1104.09 RESEARCH AND DEVELOPMENT DOCUMENTATION

a. (This file item replaces what was 1104.09g in previous drafts of this schedule.) Documentary footage shot for specific R&D documentation, factfinding, recording incidents or other studies:

Proposed Disposition

PERMANENT. FOR UNCLASSIFIED FILM OFFER TO SPECIAL ARCHIVES DIVISION, NATIONAL ARCHIVES WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. RETAIN CLASSIFIED FILM IN DNA UNTIL CLASSIFICATION IS LIFTED, THEN OFFER TO NATIONAL ARCHIVES.

b. (This file item replaces what was 1104.09e in previous drafts of this schedule.) These audiovisual materials are transient records of research activities to accurately transcribe data on various aspects of a project; the information can normally be destroyed after the data has been extracted and report published.

Proposed Disposition

DESTROY 2 YEARS AFTER TERMINATION OF RESEARCH PROJECT OR WHEN NO LONGER NEEDED FOR REFERENCE.

~~c. Routine scientific, medical or engineering video recordings. (This file item replaces what was 1104.16 in the previous draft of this schedule.) (GRS 21, #19)~~

~~**DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED.**~~

1104.10 OFFICIAL DNA PRESENTATIONS. These are presentations prepared by DNA or its commands to represent or document its activities using film, videotape or slide transparency medium.

a. Master Copy of Final Presentation. (This file item replaces what was 1104.09b in previous drafts of this schedule.)

Proposed Disposition

PERMANENT. CUT OFF UPON COMPLETION OF FINAL ITEM. COMMAND MAINTAIN FIRST GENERATION TO PROVIDE COPIES FOR USE. UPON SUPERSESSION OR DISCONTINUANCE OF COMMAND, OFFER TO NATIONAL ARCHIVES IF CONSISTENT WITH NATIONAL SECURITY.

b. Outtakes, extra footage. (This file item replaces what was 1104.09c in previous drafts of this schedule.)

Proposed Disposition

UPON SUCCESSFUL DNA/DOD CLEARANCE REVIEW THE STOCK FOOTAGE AND EXTRA AUDIOVISUAL MATERIAL SHOULD BE IMMEDIATELY OFFERED TO THE SPECIAL ARCHIVES DIVISION, NATIONAL ARCHIVES, FOR DEPOSIT.

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NOTE: DASIAAC currently maintains this kind of record for DNA.

1104.11 (not used)

1104.12 (not used)

1104.13 **AGENCY-SPONSORED SEMINARS OR LECTURES**

a. Noncritical Lectures or Seminars. Routine presentations including personnel lectures on equal employment (EEO), occupational health (OSHA), savings bonds, charity drives, or administrative orientation.

Proposed Disposition

DESTROY ON SUPERSESSION OR 1 YEAR AFTER COMPLETION OF CURRENT PROGRAM.

b. Agency-Sponsored Lectures and Seminars. Record of staff or invited guest speakers on issues related to mission activities.

Proposed Disposition

DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.

c. Mandatory Safety Lectures. Lectures on radiation and safety topics required by law and/or government regulation.

Proposed Disposition

RETAIN UNTIL SUPERSEDED OR PRESENTATION IS NO LONGER REQUIRED; THEN TRANSFER MASTER COPY TO DASIAC FOR RETENTION FOR LEGAL REFERENCE. EXTRA COPIES OF OUTDATED MATERIAL SHALL BE DESTROYED.

1104.14 (not used)

1104.15 (not used)

1104.16 (not used)

1104.17 (not used)

1104.18 (not used)

Sound Recordings. Since LEVI has no sound recordings in its collection, and since the only use of sound equipment is likely to be only for notetaking or transcription, a special file number will not be used.

Related Documentation

~~1104.19 FILM AND VIDEO TAPE INDEX FILES. (This file item replaces what was 1104.07 in previous drafts of this schedule.) DNA film catalog which identifies availability of both old and new films and video tapes. (This file is basically the same as Technical Reference Files, 103.04, and Reference Files, 201.05. Separate designation requested to maintain like material together, despite nonrecord nature of material.) (GRS 21, #29)~~

Proposed Disposition

DESTROY ON SUPERSESSION OR OBSOLESCENCE.

1104.20 AV EQUIPMENT REPAIR/MODIFICATION. (This file item replaces what was 1104.04 in previous drafts of this schedule.) Records of inhouse or contracted requests to install, repair, or modify AV equipment and/or facilities.

Proposed Disposition

CUT OFF AT CLOSE OF FY; DESTROY WHEN 2 YEARS OLD (i.e. FY 1987 IN OCTOBER 1989)

1104.21 AV WORK ORDER FILES. (This file item replaces what was 1104.05 in previous drafts of this schedule.) Documents used to request photographic, video, illustrative, and other graphics support to record work requested and resources used to respond to the request.

Proposed Disposition

CUT OFF AT CLOSE OF FY; DESTROY AFTER 2 YEARS OR UNTIL INFORMATION NO LONGER NEEDED FOR AV REPORT OR MANPOWER CONSIDERATIONS.

1104.22 BOOKING CARD FILES. (This file item replaces what was 1103.08 in previous drafts of this schedule.) Cards used to record loans of requested tapes and films or other audio-visual material loaned out and to determine the availability of the requested material. Included are booking cards or comparable forms used for this purpose.

a. Film and video tape:

Proposed Disposition

DESTROY AFTER COMPLETION OF ANNUAL AUDIOVISUAL REPORT, OR WHEN NO LONGER NEEDED.

b. Equipment:

Proposed Disposition

DESTROY AFTER COMPLETION OF ANNUAL AUDIOVISUAL REPORT, OR WHEN NO LONGER NEEDED.

1104.23 (not used)

1104.24 AUDIO-VISUAL FACILITY ESTABLISHMENT FILES. Documents pertaining to the approval, disapproval, or disestablishment of AV support activities within DNA.

Proposed Disposition

DESTROY UPON DISCONTINUANCE OF FACILITY.

1104.25 VISUAL INFORMATION/AUDIOVISUAL REPORTING FILES. These are copies of reports, studies, point papers, or coordination actions prepared for submission to higher authority relating to activities. These records normally accumulate in the offices of the various DNA AV Managers.

Proposed Disposition

RETAIN FOR 4 YEARS, THEN DESTROY IF NO LONGER NEEDED FOR REFERENCE.