

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-374-81-42	
DATE RECEIVED	2 OCT 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 41 U.S.C. 3393a the following records have been approved for disposal after the retention period specified in the schedule.	
WITHDRAWN	
Date	In honor of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Nuclear Agency

2. MAJOR SUBDIVISION
Personnel/Administration Directorate

3. MINOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpany

5. TEL EXT
325-7078

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpany</i>	E. TITLE Records Administrator
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1104 (1107)	AUDIO-VISUAL SERVICES FILES. These files relate to the operation and administration of audio-visual activities and the furnishing of pictorial and audi-visual support. Audio-visual services include the production, procurement, storage, and issue or loan of still pictures, color transparencies, motion picture and television film or recordings, and sound recordings. These files accumulate mainly in the HQ DNA Visual Information Division; and the appropriate offices in FCDNA and AFRI.		
1104.01 (1107-01)	AUDIO-VISUAL FACILITY ESTABLISHMENT FILES. Documents relating to the approval or disapproval of the establishment, reclassification, or discontinuance of still picture, motion picture, and television facilities and audio-visual support centers. Included are requests for establishment, reclassification, or discontinuance; justification data; papers reflecting authorization or disapproval; and documents approving additional photographic equipment. Office responsible for approval and offices of HQs of separate elements: Other reviewing and commenting offices:		Destroy 2 years after discontinuance of the facility or disapproval of establishment. Destroy when 2 years old.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
<u>1104.02</u> (1107-02)	<p><u>AUDIO-VISUAL SERVICE TECHNICAL ASSISTANCE FILES.</u> Documents reflecting technical advice and assistance provided on existing or proposed audio-visual services, systems, facilities, equipment, operations, and techniques, but not papers of a directive or regulatory nature. Included are comments or recommendations concerning audio-visual R&D projects and proposals, advice on the application of audio-visual systems for training or other purposes, reports of technical visits and inspections, and related papers.</p> <p>Office performing DNA- Destroy when 6 years old. wide technical responsibility:</p>		
<u>1104.03</u> (1107-04)	<p><u>FILM PROJECT CASE FILES.</u> Documents relating to motion picture/TV productions authorized under DOD instructions. Included are the specifications with film requirements, picture plans, scripts, invasions of privacy, copyrights, other required clearances or releases, and all other papers related to the productions.</p> <p style="text-align: right;">PERMANENT. On completion of project, retire case documents with pertinent related film footage and preprinted materials to the WNRC for 20 years before offering to the National Archives.</p>		
<u>1104.04</u> (1107-09)	<p><u>FILM NEWSLETTER FILES.</u> Documents providing information on new films, filmstrips, and transparencies available; new developments in audio-visual techniques and equipment; and related matters. Included are film newsletters and related papers.</p> <p style="text-align: right;">Destroy on supersession or obsolescence.</p>		
<u>1104.05</u> (1107-13)	<p><u>REQUISITION AND STATISTICAL FILES.</u> Documents relating to the request, issue, and turn-in of film, filmstrips and recordings, from which statistical data on film utilization is extracted.</p> <p style="text-align: right;">Destroy after turn-in of film and extraction of statistical data.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1104.06 (1107-15)	<p><u>BOOKING CARD FILES.</u> Cards used to record booking commitments for requested film print or other audio-visual material and to determine the availability of the requested film print. Included are film booking cards and comparable forms used for this purpose.</p> <p style="text-align: right;">Destroy when card is filled or on disposition of the related film print or other audio-visual material.</p>		
1104.07 (1107-18)	<p><u>PHOTOGRAPHIC WORK ORDER FILES.</u> Documents used to request photographic work and record work performed. Included are laboratory and photographic work orders.</p> <p style="text-align: right;">Destroy when 1 year old.</p>		
1104.08 (1107-21)	<p><u>STILL PICTURE FILES.</u> Original and duplicate negatives and prints of still photographs produced and maintained by photographic facilities:</p> <p>a. Original negatives maintained by Visual Information Division, HQ DNA, and similar units in subordinate elements: PERMANENT. Records will not be retired unless agency is discontinued at which time they will be offered to the National Archives.</p> <p>b. Other negatives and prints: Destroy in CFA when 2 years old. Earlier disposal is authorized.</p>		
1104.09 (1107-22)	<p><u>MOTION PICTURE/TV FILM FILES.</u> These files consist of motion picture film exposed by photographic facilities, the official DNA motion picture films, filmstrips, and graphic films. They also consist of kinescope, kinephoto, video, or other television recordings which were produced as official DNA films or authorized wider distribution than those produced for local use.</p> <p>a. Original negatives: Dispose of in accordance with DNA Instruction .</p> <p>b. Official DNA film, filmstrips, and graphic film: Dispose of in accordance with DNA Instruction .</p> <p>c. Television tape recordings: Destroy or erase when no longer needed.</p>		