

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCL-38-80-5</b>	
DATE RECEIVED <b>June 5, 1980</b>	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. <b>(WITHDRAWN, 12-14-81)</b>	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE NAVY**

2. MAJOR SUBDIVISION

**CHIEF OF NAVAL OPERATIONS**

3. MINOR SUBDIVISION

**AUDIO VISUAL MANAGEMENT BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**MR. PAUL SMITH**

**433-4091**

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 \_\_\_\_\_ 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 <b>MAY 30 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>Director, Naval Records Mgmt. &amp; Admin. Services Div.</b>
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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
	<b>AUDIOVISUAL RECORDS (SSIC 3150-3158)</b> <b>For complete description of records and proposed disposition standards, see attached.</b>	<i>Withdrawn, 12-14-81</i>	

DISPOSAL STANDARDS FOR SSIC 3150 - 3158 SERIES

3150 AUDIOVISUAL RECORDS

The audiovisual records described in the following SSIC series (3150 through 3158) are created, acquired, and accumulated by naval activities, commands, and offices in the course of business and are an integral part of the Department of the Navy official documentation. They, as other naval records, are evaluated and disposed of on the basis of their type, origin, content, and use in accordance with disposal authority prescribed in this series.

Audiovisual records include still photographs and productions with or without accompanying audio recordings; silent and sound motion picture scenes, footage, and productions; video/television recordings and productions; audio/radio recordings and productions; graphic arts original works of art; and related finding aids (documentation) used for or necessary to the proper identification and retrieval, or bearing on the origin, acquisition, use, and ownership of these records.

Audiovisual records that may have continuing historical, legal, administrative, and research value are of two kinds: (1) those created, acquired, used, or distributed by naval activities for naval purposes; and (2) those generated in conjunction with the transaction of naval business or resulting from naval program responsibilities which constitute evidence of the organization, functions, policy development, decisions, procedures, operations, or other activities of the Department of the Navy.

The description of and disposal instructions for audiovisual records in the following SSIC 3150 through 3158 series are in consonance with the mandatory application of General Records Schedule 21 for Audiovisual Records as included in Title 44 of the United States Code, and as prescribed for retention of Department of Defense side holdings of permanent audiovisual records.

ENCLOSURE **TTT**

(1) PRIMARY PROGRAM RECORDS:

(a) General correspondence files of the Office of the Chief of Naval Operations; Headquarters U.S. Marine Corps; other departmental offices; and major claimants' audiovisual management functions; consisting of correspondence, studies, reports, and other records that document primary mission responsibilities and the development and execution of plans, policies, programs, and procedures pertaining to naval audiovisual matters. Includes any related indexes or other finding media records.

Authorized Disposition: PERMANENT. Forward to <sup>The Washington National</sup> ~~Federal~~ Records Center, <sup>Switzland, Md</sup> ~~Alexander, VA~~ when five years old, <sup>Offer</sup> ~~and transfer~~ to National Archives and Records Service when 25 years old.

(b) General correspondence files and other records pertaining to the audiovisual functions, matters, and operations of naval activities, commands, and offices that document the establishment of such functions and operations, their overall administration and management responsibilities, and the significant improvements, accomplishments, and organizational/functional history of such audiovisual activities. Includes any related indexes or other finding media records.

Authorized Disposition: PERMANENT. Forward to nearest Federal Records Center when five years old, <sup>Offer</sup> ~~and transfer~~ to National Archives and Records Service when 25 years old.

(2) OPERATIONS RECORDS: General correspondence files and other records pertaining to the audiovisual functions and operations of naval activities, commands, and offices that relate to the management and operation of these audiovisual activities, and not covered elsewhere. in the SSIC 3150 through 3158 series or other series in this instruction.

Authorized Disposition: TEMPORARY. Destroy when two years old, provided no longer needed for reference.

(3) FINDING AIDS RECORDS: Apply the 3151 through 3158 series.

(4) PRODUCTION FILES RECORDS: Apply the 3151 through 3155 series.

(5) GENERAL USE WORKS OF ART AGREEMENTS/RIGHTS RECORDS: Includes any types of contractual agreements, assignments, licenses, and procurements for general use (intended for use with more than one audiovisual production or media product) of works of art such as music recordings and scores; music and sound effects libraries; individual personal talent services; proprietary photographs, motion picture footage, audio and video recordings and graphic arts; and other copyrighted and proprietary audiovisual works of art records.

Authorized Disposition: PERMANENT: <sup>a)</sup> Forward with related audiovisual records of SSIC 3151 through 3155 when possible; <sup>b)</sup> otherwise forward to nearest Federal Records Center five years after completion of contractual terms and transfer to National Archives and Records Service when 25 years old.

(6) AUDIOVISUAL PRODUCTION REPORTS/RECORDS: Includes all life cycle Audiovisual Production Reports (DD Form 1995).

Authorized Disposition: PERMANENT. After input of each report into the Defense Audiovisual Information System (DAVIS) production products data base is accomplished, the following disposition applies:

(a) Until initial distribution for each production is completed, maintain each report as part of each respective production file for subsequent disposition with related audiovisual records as prescribed in SSIC 3151 through 3155 series.

(b) After initial distribution for each production is completed, forward each report to the respective Defense Audiovisual Agency depository

holding the related production file as prescribed in SSIC 3151 through  
3155 series.

*Wickham 10-12-81*

3151 STILL PHOTOGRAPHY RECORDS - BLACK AND WHITE (B&W) AND COLOR FILMS

AND PAPERS

Includes original negatives, slides, and transparencies (overhead transparencies are SSIC 3155); original rapid photographic negatives, transparencies, and prints (e.g. Polaroid, Polacolor, Kodak Instant Print, etc.); original slide and transparency sets; original negatives and reversal originals for filmstrips; other original still photographic production products; duplicate negatives, internegatives, interpositives, and other intermediate photographic reproductions; proof prints and sheets, photographic paper prints, duplicate slides and transparencies, slide and transparency set copies, filmstrip copies, other still photographic production copies, and microcopies of still photography records; related original, master, intermediate reproduction, and copy audio tape and disc recordings; related finding aids such as captions, data sheets, shot lists, catalogs and indexes; production files inclusive of approval documents, assignment documents, contracts, scripts, transcripts, legal and talent clearances, rights contracts, public clearances, distribution plans, and other documentation bearing on the origin, acquisition, production, release, and ownership of the photographic records; and other textual documentation necessary for the proper identification, retrieval, and use of still photography records.

(1) PERMANENT STILL PHOTOGRAPHIC RECORDS: Still photographs that document or depict the organization; policies; substantive activities, functions, missions, procedures, or programmatic responsibilities or developments; combat actions; significant personalities; or essential transactions of the Department of the Navy; or document historical or milestone events or matters of national importance; or are news releases; or contain information unique in substance, arrangement, or manner of presentation and unavailable in another form; or document significant events or

phenomena; or utilize a significantly new technology and represent an advance in the state of the art; or are usable stock photographs from still photographic productions.

Authorized Disposition: PERMANENT. Forward each original negative with any intermediate reproductions therefrom and a captioned print, each transparency or slide with any intermediate reproductions therefrom and a captioned duplicate transparency or slide, and related finding aids pertaining to each such record or group of records; after initial use is completed; monthly or more often when required; to the Defense Audio-visual Activity, Still Photography Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(2) PERMANENT STILL PHOTOGRAPHIC PRODUCTION RECORDS: Slide sets, transparency sets, filmstrips, other still photographic productions, and related audio recordings for such sets and productions that document, explain, or depict the organization; policies, substantive activities, functions, missions, procedures, or programmatic responsibilities or developments; combat actions; or essential transactions of the Department of the Navy (DON); or explain, instruct, teach, advertise, or illustrate DON programs, functions, and missions; or document historical or milestone events or matters of national importance; or are news releases; or contain information that is unique in substance, arrangement, or manner of presentation and unavailable in another form; or report significant events or phenomena; or utilize a significantly new technology and represent an advance in the state of the art; or are adopted productions acquired by procurements of or agreements for reproduction rights; or are production file finding aids for purchased or leased distribution (release) copies of adopted productions.

Authorized Disposition: PERMANENT. For each set, filmstrip, or other still photographic production; forward the edited original still photographic records and related original and master audio tape and disc recording pre-print records; any intermediate reproductions therefrom; a complete presentation copy; the complete production file pertaining thereto, inclusive of the requirements approval document(s), script and production assignment(s) and contract(s), script and production approvals, final production cue sheets, all legal and talent clearances, any rights contracts, and a distribution plan; and any usable stock records as prescribed by preceding paragraph (1); after initial distribution is completed; to the Defense Audiovisual Activity, Still Photography Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(3) NON-PERMANENT STILL PHOTOGRAPHIC RECORDS: Still photography records including any related audio recordings and finding aids which are not permanent records as prescribed in preceding paragraphs (1) and (2), including those that were generated for limited administrative use or interest, are transitory or of a purely local interest, or depict or describe subjects and activities not directly related to significant functions, missions, or responsibilities; or are photographically, audibly, or otherwise technically faulty generated records; except for those distribution (release) copies of permanent still photographic productions described in following paragraph (4).

Authorized Disposition: TEMPORARY. After five years or when no longer needed, whichever occurs first, accomplish mandatory disposal as prescribed by the Department of Defense Precious Metals Recovery Program, by forwarding monthly or more often when required, through

Department of the Navy property disposal channels for turn-in to servicing Defense Property Disposal Offices and Detachments.

(4) DISTRIBUTION COPIES OF STILL PHOTOGRAPHIC PRODUCTIONS: Distribution (release) copies of slide sets, transparency sets, filmstrips, and other still photographic productions with related audio recordings not included in preceding paragraphs (2) and (3).

Authorized Disposition: TEMPORARY. When declared obsolete, unauthorized for use, or no longer needed; or when deteriorated beyond acceptable use; whichever occurs first; forward to the Defense Audiovisual Agency, Audiovisual Distribution located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(5) FINDING AIDS RECORDS FOR STILL PHOTOGRAPHY RECORDS: Other finding aids and documentation files including shelf lists, visual aid cards, data sheets, shot lists, continuities, review sheets, indexes, caption lists, catalogs, and other documentation in textual, microform, or machine-readable form necessary for the proper identification, retrieval, and use of the still photography records described in preceding paragraphs (1) and (2).

Authorized Disposition: PERMANENT. Forward with related still photography records as prescribed in preceding paragraphs (1) and (2).

3152 MOTION PICTURE PHOTOGRAPHY (CINEMATOGRAPHY) RECORDS-BLACK AND WHITE

(B&W) AND COLOR

Includes edited and unedited, silent and sound motion picture original negatives or reversal originals, related original and master audio tape and magnetic film recordings, and original and printing negative and positive optical sound tracks; duplicate negatives, internegatives, interpositives, master positives, separation masters, color reversal intermediates, other intermediate motion picture reproductions, and related audio tape and magnetic film recordings reproductions; reproductions of video tape records to motion picture and magnetic film records; conformed and synchronized printing rolls; work prints, duplicate prints, release prints, other motion picture copies, and related audio tape and magnetic film recordings copies; related finding aids such as captions, data sheets, shot/scene lists, catalogs, indexes, production files inclusive of approval documents, assignment documents, contracts, scripts, transcripts, legal and talent clearances, rights contracts, public clearances, distribution plans, and other documentation bearing on the origin, acquisition, production, release, and ownership of the motion picture records; and other textual documentation necessary for the proper identification, retrieval, and use of motion picture photography records.

(1) PERMANENT MOTION PICTURE PHOTOGRAPHIC RECORDS: Motion picture footage and scenes and related audio recordings that document or depict the organization; policies; substantive activities, functions, missions, procedures, or programmatic responsibilities or developments; combat actions; significant personalities; or essential transactions of the Department of the Navy; or document historical or milestone events or matters of national importance; or are news releases; or contain information unique in substance, arrangement, or manner of presentation and un-

available in another form; or document significant events or phenomena; or utilize a significantly new technology and represent an advance in the state of the art; or are usable outtakes and trims from permanent motion picture productions; or are permanent video tape records transferred to motion picture film records for maximum archival retention.

Authorized Disposition: PERMANENT. Forward original negative or reversal original film and any related original (first generation) magnetic film recordings, any intermediate picture and sound (magnetic and optical) reproductions therefrom, a projection print inclusive of any related sound synchronization markings, and related finding aids pertaining to each such record or group of records; after initial use is completed; monthly or more often when required; to the Defense Audiovisual Activity, Motion Picture Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(2) PERMANENT MOTION PICTURE PRODUCTION RECORDS: Silent and sound motion picture productions that document, explain, or depict the organization; policies; substantive activities, functions, missions, procedures, or programmatic responsibilities or developments, combat actions; or essential transactions of the Department of the Navy (DON); or explain, instruct, teach, advertise, or illustrate DON programs, functions, and missions; or document historical or milestone events or matters of national importance; or are news releases; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or report significant events or phenomena; or utilize a significant new technology and represent an advance in the state of the art; or are adopted productions acquired by procurements of or agreements for reproduction rights; or are production file finding

aids for purchased or leased distribution (release) copies of adopted productions; or are permanent video tape production records transferred to motion picture film records for maximum archival retention.

Authorized Disposition: PERMANENT. For each production; forward the edited picture work print, conformed original picture printing roll(s) with any related separate original and intermediate optical effects source scenes, edited pre-mix sound tracks (voice, effects, music), the synchronized first generation master mix sound track, and the appropriate optical printing track for the corresponding conformed picture roll(s); any intermediate reproductions therefrom; a composite projection print; the complete production file pertaining thereto, inclusive of the requirements approval document(s), script and production assignment(s) and contract(s), script and production approvals, final production cue sheets, all legal and talent clearances, any rights contracts, and a distribution plan; and any usable outtakes and trims as prescribed by preceding paragraph (1); after initial distribution is completed; to the Defense Audiovisual Activity, Motion Picture Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(3) NON-PERMANENT MOTION PICTURE PHOTOGRAPHIC RECORDS: Motion picture records which are not permanent records as prescribed in preceding paragraphs (1) and (2) including those that were generated for limited administrative use or interest; are transitory or of a purely local interest; or depict or describe subjects and activities not directly related to significant functions, missions, or responsibilities; or are photographically, cinematographically, audibly, or otherwise technically

faulty generated records; except for those distribution (release) copies of permanent motion picture productions described in following paragraph (4).

Authorized Disposition: TEMPORARY. After five years or when no longer needed, whichever occurs first, accomplish mandatory disposal as prescribed by the Department of Defense Precious Metals Recovery Program, forwarding monthly or more often when required, through Department of the Navy property disposal channels for turn-in to servicing Defense Property Disposal Offices and Detachments.

(4) DISTRIBUTION COPIES OF MOTION PICTURE PRODUCTIONS: Distribution (release) copies of motion picture productions not included in preceding paragraphs (2) and (3).

Authorized Disposition: TEMPORARY. When declared obsolete, unauthorized for use, or no longer needed; or when deteriorated beyond acceptable use; whichever occurs first; forward to the Defense Audiovisual Agency, Audiovisual Distribution located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(5) FINDING AIDS RECORDS FOR MOTION PICTURE PHOTOGRAPHY RECORDS: Other finding aids and documentation files including shelf lists, visual aid cards, data sheets, shot lists, continuities, review sheets, indexes, caption lists, catalogs, and other documentation in textual, microform, or machine-readable form necessary for the proper identification, retrieval, and use of the motion picture photography records described in preceding paragraphs (1) and (2).

Authorized Disposition: PERMANENT. Forward with related motion picture photography records as prescribed in preceding paragraphs (1) and (2).

3153 VIDEO/TELEVISION RECORDINGS RECORDS: Includes edited and unedited, original and master video tape and disc recordings, duplicate master video tape recordings, disc matrixes or stampers, other intermediate video recordings reproductions (except video to motion picture film transfers which are found in SSIC 3152), duplicate video tape and disc copies, release video tape and disc copies, and related finding aids such as captions, data sheets, shot/scene lists, catalogs, indexes, production files inclusive of approval documents, assignment documents, contracts, scripts, transcripts, legal and talent clearances, rights contracts, public clearances, distribution plans, and other documentation bearing on the origin, acquisition, production, release, and ownership of the video/television recordings records; and other textual documentation necessary for the proper identification, retrieval, and use of video/television recordings records.

(1) PERMANENT VIDEO/TELEVISION RECORDINGS RECORDS: Video/television recordings of scenes and related audio recordings that document or depict the organization; policies; substantive activities, functions, missions, procedures, conferences, meetings, operations, techniques, or programmatic responsibilities or developments; combat actions; significant personalities; or essential transactions of the Department of the Navy; or document historical or milestone events or matters of national importance; or are news releases; or contain information unique in substance, arrangement, or manner of presentation and unavailable in another form; or document significant events or phenomena; or utilize a significantly new technology and represent an advance in the state of the art; or are usable outtakes and trims from permanent

video/television productions; except for those permanent video/television recordings records transferred to motion picture film records for maximum archival retention (included in SSIC 3152).

Authorized Disposition: PERMANENT. Forward original or master video recordings (always first generation recordings) with a duplicate (dubbing) video tape copy, any related original (first generation) audio recordings, and related finding aids pertaining to each such record or group of records; after initial use is completed; monthly or more often when required; to the Defense Audiovisual Activity, Video/Television Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(2) PERMANENT VIDEO/TELEVISION PRODUCTION RECORDS: Silent and sound video/television productions that document, explain, or depict the organization; policies, substantive activities, functions, missions, procedures, conferences, meetings, operations, techniques, or programmatic responsibilities or developments; combat actions; or essential transactions of the Department of the Navy (DON); or explain, instruct, teach, advertise, or illustrate DON programs, functions, and missions; or document historical or milestone events or matters of national importance; or are news releases; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document significant events or phenomena; or utilize a significantly new technology and represent an advance in the state of the art; or are adopted productions acquired by procurements of or agreements for reproduction rights; or are production file finding aids for purchased or leased distribution (release) copies of adopted productions; except for those

permanent video/television productions records transferred to motion picture film records for maximum archival retention (included in SSIC 3152).

Authorized Disposition: PERMANENT. For each production forward the edited original or master video tape recording (always first generation recording), a duplicate (dubbing) video tape copy, any disc matrix or stamper, a disc pressing, and the complete production file pertaining thereto, inclusive of the requirements approval document(s), script and production assignment(s) and contract(s), script and production approvals, final production cue sheets, all legal and talent clearances, any rights contracts, and a distribution plan; and any usable outtakes and trims as prescribed by preceding paragraph (1); after initial distribution is completed; to the Defense Audiovisual Activity, Video/Television Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(3) NON-PERMANENT VIDEO/TELEVISION RECORDINGS RECORDS: Video/television recordings records which are not permanent records as prescribed in preceding paragraphs (1) and (2) including those that were generated for limited administrative use or interest; are transitory or of a purely local interest; or depict or describe subjects and activities not directly related to significant functions, missions or responsibilities; or are electronically, visably, audibly, or otherwise technically faulty generated records; except for those distribution (release) copies of permanent video/television productions described in following paragraph (4)

Authorized Disposition: TEMPORARY. After five years or when no longer needed, whichever occurs first, accomplish mandatory disposal as follows: (a) Video tape recordings - Degauss (erase) the recordings to provide a residual signal level on the tape after degaussing which shall

be a minimum level of 90 decibels(dB) below saturated signal level and recycle the tape for subsequent reuse; or destroy the tape if it is deteriorated beyond acceptable use for subsequent new recordings. (b)

Video disc recordings - Destroy.

(4) DISTRIBUTION COPIES OF VIDEO/TELEVISION PRODUCTIONS: Distribution (release) copies of video/television productions not included in preceding paragraphs (2) and (3).

Authorized Disposition: TEMPORARY. When declared obsolete, unauthorized for use, or no longer needed; or when deteriorated beyond acceptable use; whichever occurs first; forward to the Defense Audiovisual Agency, Audiovisual Distribution, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(5) FINDING AIDS RECORDS FOR VIDEO/TELEVISION RECORDINGS RECORDS: Other findings aids and documentation files including shelf lists, visual aid cards, data sheets, shot lists, continuities, review sheets, indexes, caption lists, catalogs, and other documentation in textual, microform, or machine-readable form necessary for the proper identification, retrieval, and use of the video/television recordings records described in preceding paragraphs (1) and (2).

Authorized Disposition: PERMANENT. Forward with related video/television recordings records as prescribed in preceding paragraphs (1) and (2).

3154 AUDIO/RADIO RECORDINGS RECORDS: Includes edited and unedited, original and master audio tape and disc recordings, duplicate master audio tape recordings, disc matrixes or stampers, other intermediate audio recordings reproductions, duplicate audio tape and disc copies, release audio tape and disc copies, and related finding aids such as captions, data sheets, audio takes/cuts lists, catalogs, indexes, production files inclusive of approval documents, assignment documents, contracts, scripts, transcripts, legal and talent clearances, rights contracts, public clearances, distribution plans, and other documentation bearing on the origin, acquisition, production, release, and ownership of the audio/radio recordings records; and other textual documentation necessary for the proper identification, retrieval, and use of audio/radio recordings records; except for those audio recordings directly related to and an integral part of still photography (SSIC 3151), motion picture (SSIC 3152), and video/television (SSIC 3153) records.

(1) PERMANENT AUDIO/RADIO RECORDINGS RECORDS: Audio/radio recordings that document the organization; policies; substantive activities, functions, missions, procedures, conferences, meetings, lectures, speeches, ceremonies, operations, techniques, or programmatic responsibilities or developments; combat actions; significant personalities; or essential transactions of the Department of the Navy; or document historical or milestone events or matters of national importance; or are news releases; or contain information unique in substance, arrangement, or manner of presentation and unavailable in another form; or document significantly new technology and represent an advance in the state of the art; or are usable outtakes and trims from permanent audio/radio productions.

AUTHORIZED DISPOSITION: PERMANENT. Forward original or master

udio recordings (always first generation recordings) with a duplicate (dubbing) audio tape copy, and related finding aids pertaining to each such record or group or records; after initial use is completed; monthly or more often when required; to the Defense Audiovisual Activity, Audio/Radio Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(2) PERMANENT AUDIO/RADIO PRODUCTION RECORDS: Audio/radio productions that document or explain the organization; policies; substantive activities, functions, missions, procedures, conferences, meetings operations, techniques, or programmatic responsibilities or developments; combat actions; or essential transactions of the Department of the Navy (DON); or explain, instruct, teach, or advertise DON programs, functions, and missions; or document historical or milestone events or matters of national importance; or are news releases; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document significant events or phenomena; or utilize a significantly new technology and represent an advance in the state of the art; or are adopted productions acquired by procurements of or agreements for reproduction rights; or are production file finding aids for purchased or leased distribution (release) copies of adopted productions.

Authorized Disposition: PERMANENT. For each production; forward the edited original or master audio tape recording (always first generation recording), a duplicate (dubbing) audio tape copy, any disc matrix or stamper, a disc pressing, and the complete production file pertaining thereto, inclusive of the requirements approval document(s), script and production assignment(s) and contract(s), script and production

assignment(s) and contract(s), approvals, final production cue sheets, all legal and talent clearances, any rights contracts, and a distribution plan; and any usable outtakes and trims as prescribed by preceding paragraph (1); after initial distribution is completed, to the Defense Audiovisual Activity, Audio/Radio Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(3) NON-PERMANENT AUDIO/RADIO RECORDINGS RECORDS: Audio/radio recordings records which are not permanent records as prescribed in preceding paragraphs (1) and (2) including those that were generated for limited administrative use or interest; are transitory or of a purely local interest; or describe subjects and activities not directly related to significant functions, missions, or responsibilities; or are electronically, audibly, or otherwise technically faulty generated records; except for those distribution (release) copies of permanent video/television productions described in following paragraph (4)

Authorized Disposition: TEMPORARY. After five years or when no longer needed, whichever occurs first, accomplish mandatory disposal as follows:

(a) Audio tape recordings - Degauss (erase) the recordings to provide a residual signal level on the tape after degaussing which shall be a minimum level of 90 decibels (dB) below saturated signal level and recycle the tape for subsequent reuse; or destroy the tape if it is deteriorated beyond acceptable use for subsequent new recordings. (b) Audio disc recordings - Destroy.

(4) DISTRIBUTION COPIES OF AUDIO/RADIO PRODUCTIONS: Distribution (release) copies of audio/radio productions not included in preceding paragraphs (2) and (3).

Authorized Disposition: TEMPORARY. When declared obsolete, unauthorized for use, or no longer needed; or when deteriorated beyond acceptable use; whichever occurs first; forward to the Defense Audiovisual Agency, Audiovisual Distribution, located at Naval Photographic Center Building 168, Anacostia, Washington, DC 20374.

(5) FINDING AIDS RECORDS FOR AUDIO/RADIO RECORDINGS RECORDS:

Other finding aids and documentation files including shelf lists, identity cards, data sheets, take lists, continuities, review sheets, indexes, identity lists, catalogs, and other documentation in textual, microform, or machine-readable form necessary for the proper identification, retrieval, and use of the audio/radio recordings records described in preceding paragraphs (1) and (2).

Authorized Disposition: PERMANENT: Forward with related audio/radio recordings records as prescribed in preceding paragraphs (1) and (2).

3155 GRAPHIC ARTS RECORDS: Includes original works of art related to the design, development, and production of two- and three-dimensional visual aid products for preparation of charts, graphs, posters, brochures, covers, publications, displays, exhibits, still photographs, motion pictures, and video/television records; overhead transparencies; intermediate reproductions therefrom; reference copies; related finding aids bearing on the origin, acquisition, production, release, and ownership of the graphic arts records; and other textual documentation necessary for the proper identification, retrieval, and use of graphic arts records.

(1) PERMANENT GRAPHIC ARTS RECORDS: Works of art and overhead transparencies that depict or document the organization; policies; substantive activities, functions, missions, procedures, or programmatic responsibilities or developments; combat actions; significant personalities; or essential transactions of the Department of the Navy; or document historical or milestone events or matters of national importance; or contain information unique in substance, arrangement, or manner of presentation and unavailable in another form; or document significant events or phenomena; or utilize a significantly new technology and represent an advance in the state of the art.

Authorized Disposition: PERMANENT. Forward each original work of art and overhead transparency with any intermediate reproductions therefrom, reference copy, and related finding aids pertaining to each such record or group of records; after initial use is completed; monthly or more often when required; to the Defense Audiovisual Activity, Graphic Arts Depository, located at Naval Photographic Center, Building 168, Anacostia, Washington, DC 20374.

(2) NON-PERMANENT GRAPHIC ARTS RECORDS: Works of art, overhead transparencies, and related finding aids which are not permanent records as prescribed in preceeding paragraph (1), including those that were generated for limited administrative use or interest, or are transitory or of a purely local interest, or depict or document subjects and activities not directly related to significant functions, missions, or responsibilities, or are faulty generated records.

Authorized Disposition: TEMPORARY. After five years or when no longer needed, whichever occurs first, accomplish disposal by destroying.

3156 OPTICAL INSTRUMENTATION/DATA RECORDING RECORDS

Includes types of audiovisual records described in SSIC's 3150, 3151, 3152, 3153, 3154, 3155, 3157, 3158, and 10700 through 10790.

- (1) AUDIOVISUAL RECORDS: SSIC 3150 (1) through (6) apply.
- (2) STILL PHOTOGRAPHIC RECORDS: SSIC 3151 (1) through (5) apply.
- (3) MOTION PICTURE PHOTOGRAPHIC RECORDS: SSIC 3152 (1) through (5) apply.
- (4) VIDEO/TELEVISION RECORDINGS RECORDS: SSIC 3153 (1) through (5) apply.
- (5) AUDIO/RADIO RECORDINGS RECORDS: SSIC 3154 (1) through (5) apply.
- (6) GRAPHIC ARTS RECORDS: SSIC 3155 (1) through (2) apply.
- (7) AUDIOVISUAL DEPOSITORIES AND DISTRIBUTION RECORDS: SSIC 3157 (2) applies.
- (8) AUDIOVISUAL PRESENTATION/EXHIBITION RECORDS: SSIC 3158 (1) applies.
- (9) AUDIOVISUAL EQUIPMENT AND ACCESSORIES: SSIC's 10700 through 10790 apply.

3157 AUDIOVISUAL DEPOSITORIES AND DISTRIBUTION RECORDS

Includes types of audiovisual records described in SSIC's 3150 through 3156, their disposition as prescribed therein, and the following records.

(1) AUDIOVISUAL DEPOSITORIES RECORDS: Audiovisual depositories are maintained under the authority of the Assistant Secretary of Defense for Public Affairs and operated by the Defense Audiovisual Agency. Permanent audiovisual records of the Department of the Navy are forwarded to designated Defense Audiovisual Agency depositories as prescribed in SSIC's 3150 through 3156.

Authorized Disposition: PERMANENT. Subsequent disposition of these records are made by the Defense Audiovisual Agency to the National Archives and Records Service in accordance with the General Records Schedule 21 of Title 44 of the United States Code.

(2) AUDIOVISUAL LIBRARIES RECORDS:

(a) General correspondence files pertaining to the audiovisual library functions and operations of naval activities, commands, and offices.

Authorized Disposition: TEMPORARY. Destroy when two years old, provided no longer needed for reference.

(b) Shelf list records: master audiovisual production copy inventory transaction files, copy replacement and stocking request files, and exhibition and attendance data records for copies which the library is accountable.

Authorized Disposition: TEMPORARY. Destroy two years after all copies are no longer accountable by the library.

(c) Chargeout records: loan requests, audiovisual production copy booking files, loan follow-up files, booking request logs, and other similar control records.

Authorized Disposition: TEMPORARY. Destroy six months after copy is returned or accounted for, chargeout card is filled, or appropriate action has been taken.

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3158 AUDIOVISUAL PRESENTATION/EXHIBITION RECORDS:

(1) AUDIOVISUAL PRESENTATION/EXHIBITION FILES: General correspondence files and other records pertaining to audiovisual presentation/exhibition functions and operations of naval activities, commands, and offices except those audiovisual equipment records described in SSIC's 10700 through 10790.

Authorized Disposition: TEMPORARY. Destroy when two years old, provided no longer needed for reference.