

770671 *Nuse*

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 23 AUG 1977	JOB NO.
NC 1-59 - 77-27	
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 "with-drawn" in column 10.	
Date	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of State

2. MAJOR SUBDIVISION

Bureau of Public Affairs

3. MINOR SUBDIVISION

Media Services

4. NAME OF PERSON WITH WHOM TO CONFER

Louis Day

5. TEL. EXT.

6-28806

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

8/17/77
(Date)

William F. Farrell
(Signature of Agency Representative)

Chief, Records Management Staff
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Audiovisual Documentation files</p> <p>Finding aids and documentation files relating to audiovisual records, including:</p> <p>a. Finding aids consisting of any of the following shelf lists, visual aid cards, data sheets, shot lists, continuities, review sheets, indexes, caption lists, catalogs, or other documentation in a textual, microform, or machine-readable form that is necessary or helpful for the proper identification, retrieval, and use of audiovisual records.</p> <p>DISPOSE OF IN TEN YEARS</p> <p>b. Production files or similar files which include production contracts, scripts, transcripts, and other documentation bearing on the origin, acquisition, release, and ownership of the production.</p> <p>DISPOSE OF IN TEN YEARS</p>		<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL NOT APPROVED</p>

2 items

sent to NNV, NNF & agency 9/20/77