

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-306-86-3	DATE RECEIVED 11-08-85
1. FROM (Agency or establishment) United States Information Agency		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Television and Film Service			
3. MINOR SUBDIVISION International Communications Media Staff			
4. NAME OF PERSON WITH WHOM TO CONFER John E. Davenport	5. TELEPHONE EXT. 485-7505	DATE 9-8-86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Bunker</i>
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 nine 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 1-10-86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>John C. Davenport</i>	D. TITLE Records Management Officer Records Management Staff
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION
	<p>Television and Film Service International Communications Media Staff (TV/C) Attestation Staff</p> <p>The International Communications Media Staff (TV/C) facilitates the circulation abroad of American educational, scientific and cultural audiovisual materials, including motion pictures, filmstrips, recordings, slides, wall charts, maps, posters and models. This office provides chairperson and staff services to the Interdepartmental Committee on Visual and Auditory Materials Abroad, and to its specialized subcommittees.</p> <p>The Attestation Staff administers for the United States the multi-lateral treaty, Agreement for Facilitating the International Circulation of Visual and Auditory Materials of an Educational, Scientific and Cultural Character (Beirut Agreement of 1948). The Staff carries out a program of certifying as of international educational character qualified United States audiovisual materials, under the provisions of P.L. 89-634 of October 8, 1966, Executive Order 11311 of October 14, 1966 and Title 22, Chapter V of the Code of Federal Regulations. Certification secures relief from customs duties and other import restrictions in an estimated 60 countries, or is considered "helpful" in</p>	<p>10. ACTION TAKEN (NARS USE ONLY)</p> <p>Date <i>6/6/86</i></p> <p>Agency representative <i>John C. Davenport</i></p> <p>Date <i>6-6-86</i></p> <p>NARA appraiser <i>William H. Murphy</i></p> <p>Date <i>5-30-86</i></p> <p>All changes to this proposed schedule have been approved by: <i>William H. Murphy</i></p>

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	<p>making favorable customs determinations based on local regulations. More than 66,000 certificates, covering an estimated 300,000 audiovisual items, have been issued by the Staff under this program. The Staff also authenticates certificates issued under the Agreement by other countries, to permit the duty-free import into the United States of qualified audiovisual materials produced abroad.</p>		
1.	<p>ATTESTATION FILES (COMPANY FILE)</p> <p><u>Description:</u> Case files for each company submitting products for certification. Files contain routine correspondence, e.g., requests for certification, certificate transmittal letters, shipping orders, etc, and "precedent material", correspondence denying certification, with background documenting the rationale for rejection. This may include TV/C's referral to Sub-committee on Attestation and record of Sub-committee action; follow-up correspondence with company and review proceedings.</p> <p>Routine (certificate granted) and precedent (certificate denied) material is filed in the same case file. The files are not cut off annually.</p> <p>Arranged alphabetically by name of company.</p> <p>Dates: 1950 to present</p> <p>Volume: 30 cubic feet</p> <p><u>Disposition:</u></p> <p>a. Routine correspondence: maintain in agency. Destroy when 3 years old.</p> <p>b. Precedent material: maintain in agency. Close files after final action on a case. Destroy 3 years later.</p>		

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2.	<p>IMPORTATION DOCUMENTS FILE</p> <p><u>Description:</u> Correspondence and other material relating to the authentication of certificates issued by foreign governments. Similar to "company files", i.e., requests for authentication and documentation of approval or denial.</p> <p>Arranged alphabetically by country of original certification.</p> <p>Dates: 1967 to present.</p> <p>Volume: 10 cubic feet.</p> <p><u>Disposition:</u> a. Routine correspondence: maintain in agency. Destroy when 3 years old.</p> <p>b. Precedent material: maintain in agency. Close files after final action on a case. Destroy 3 years later.</p>		
3.	<p>CERTIFICATE FILES.</p> <p>Educational Certificates ("Certificate Issued to Facilitate the International Circulation of Audiovisual Materials of an Educational, Scientific and Cultural Character in Accordance with Public Law 89-634.") Record copy of each certificate issued and the application for certification.</p> <p>Each certificate records the class of material, certificate number, date of issue, the title(s) of material, summary of contents of certified material, certification statement, and name of certifying officer.</p> <p>The attached applications include title of program or series; name and address of applicant; and general information about the product to be exported: dates of production and release; producer and director; languages; intended audiences and grade level; technical information; program format, i.e., motion picture, videotape, filmstrip, recording, etc.; summary of contents; and statement of ownership.</p> <p>Arranged by class of material and thereunder by certificate number.</p>		

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	<p>Dates: a) paper records - 1947 to present. b) microfilmed records - 1947 to 1984.</p> <p>Volume: a) paper records: approx. 100 cubic feet b) microfilm: 64 reels of 16mm film.</p> <p><u>Disposition:</u> Microfilm certificates in annual blocks. a) Destroy paper records after verification of the microfilm copies. b) Retain microfilm copies until 5 years after termination of the Beirut Agreement.</p>		
4.	<p>CONTROL BOOK</p> <p><u>Description:</u> Log book of certificate numbers assigned. Records certificate number, class of material, name of company, title of product, and date of certificate. Arranged by class of material, i.e., motion picture film, recording, etc., then numerically by certificate number.</p> <p>Dates: 1947 to present.</p> <p><u>Disposition:</u> Microfilm log books annually with related certificates for that year. a) Paper copies: Destroy upon verification of film. b) Microfilm copies: Retain as index to the certificates until related certificates are destroyed.</p>		
5.	<p>CERTIFICATE CARD FILE</p> <p><u>Description:</u> Index cards recording certificate number, class of material, name of company, title of product, and date of certificate. Arranged by class of material and thereunder alphabetically by title of product.</p>		

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6.	<p>[The control books and card files will be replaced by an automated indexing system maintained on a Wang PC. The automated system will begin with current certificates; the information from the existing control/index files may be fed into the system as opportunity permits.</p> <p>Dates: 1947 to present.</p> <p><u>Disposition:</u></p> <p>a) Card file: Retain paper card file index with related certificates until data is entered into automated index system. Destroy paper records when data is verified.</p> <p>b) Automated index: Copy master file to diskette after each update. Retain diskette until related certificates are destroyed.</p> <p>TURN-DOWN FILE</p> <p><u>Description</u></p> <p>Duplicate copies of certification denial letters sent to applicants. File contains copies of denial letters only.</p> <p>Arranged in notebooks chronologically by date of letter, with an index, by month, of company names, titles, class of material and reason for denial.</p> <p>Dates: 1955 - present</p> <p><u>Disposition:</u></p> <p>Destroy 5 years after termination of the Beirut Agreement.</p>		

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7.	<p>CERTIFICATE DENIAL INDEX</p> <p><u>Description</u> Card index to titles of products denied certification ("turn-downs").</p> <p>Arranged alphabetically by title of product.</p> <p>Dates: 1947 - present.</p> <p><u>Disposition:</u> Destroy 5 years after termination of the Beirut Agreement.</p>		
8.	<p>ATTESTATION COMMITTEE FILES:</p> <p><u>Description:</u> Record copies of agendas, and minutes of meetings of the Interdepartmental Committee on International Visual and Auditory Materials Abroad, Sub-committee on Attestation.</p> <p>Files include Committee membership lists, the names of the films reviewed by the Committee and a summary of the action taken, and memoranda to Committee members from the TV/C staff. (The Committee members' reports on the films reviewed is retained in the company file.)</p> <p>Arranged chronologically by date of meeting.</p> <p>Dates: 1950's to present, with some gaps.</p> <p>Volume: Approx 6 cubic feet.</p> <p><u>Disposition:</u> Retain in TV/C office. Destroy 5 years after termination of Beirut Agreement.</p>		

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9.	<p>REPORTS TO ATTESTATION COMMITTEE</p> <p>a. <u>Monthly Reports</u></p> <p><u>Description:</u> Statistics on volume of audiovisual materials submitted for certification; the volume reviewed and the number of titles denied certification.</p> <p>Dates: 1983 - present</p> <p>Volume: 1"</p> <p><u>Disposition:</u> Destroy when 3 years old.</p> <p>b. <u>Annual Reports:</u></p> <p><u>Description:</u> Statistical report of the number of certificates issued in the various categories of audiovisual material - films, filmstrips, phonographs, etc. - and the titles of products denied certification. The annual reports are compiled from the statistical record sheets maintained by the certification staff.</p> <p>Dates: 1970 - present</p> <p>Volume: 1"</p> <p><u>Disposition:</u> Destroy 5 years after termination of the Beirut Agreement.</p> <p>c. <u>Annual Report of Importation Documents Issued</u></p> <p><u>Description:</u> Statistical report of the number of Importation Authentication Documents issued.</p> <p>Dates: 1967 - present</p> <p>Volume: 1"</p>		

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	<p><u>Disposition:</u> Destroy 5 years after termination of the Beirut Agreement.</p>		
10.	<p>CONGRESSIONAL FILE</p> <p><u>Description:</u> Correspondence with members of Congress concerning attestation actions. Duplicates of correspondence in the company files.</p> <p><u>Disposition:</u> Cut off file annually. Destroy when two years old.</p>		
11.	<p>POLICY PRECEDENT FILE</p> <p><u>Description:</u> Correspondence and reports which provide certification guidelines for staff, and related policy/precedent information. Material in this file documents staff and Attestation Committee interpretations of the implementing legislation and regulations as applied to various types of audio-visual material and subject matter. Correspondence relating to appeals of certification denials, including the decision of the certification appeal committee, is also contained in this file.</p> <p>Dates: 1947 to present</p> <p>Volume: 2 cubic feet</p> <p><u>Disposition:</u> Permanent. Maintain in TV/C office until five years after termination of the Beirut Agreement, then offer to the National Archives.</p>		

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12.	<p>"HISTORICAL" FILE</p> <p><u>Description:</u> Correspondence, reports etc. re: background and implementation of the Beirut Agreement; basis for participation in Treaty; procedures, etc. Also includes routine material.</p> <p>Dates: 1947 - present</p> <p>Volume: 2 cubic feet</p> <p><u>Disposition:</u> Permanent. Maintain in TV/C office until five years after the termination of the Beirut Agreement, then offer to the National Archives.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4