

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-05-004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

Item 4020.a.1 was superseded by N1-048-10-001, item 9.3.1

Item 4020.a.2 was superseded by N1-048-10-001, item 9.3.1

Item 4020.a.3 was superseded by N1-048-10-001, item 9.3.1

Item 4020.a.4 was superseded by N1-048-10-001, item 9.3.1

Item 4020.a.5.a was superseded by GRS 5.2, item 020 (DAA-GRS-2017-0003-0002)

Item 4020.a.5.b was superseded by N1-048-10-001, item 9.3.1

Item 4020.a.5.c was superseded by N1-048-10-001, item 9.3.1

Item 4020.b was superseded by N1-048-10-001, item 9.3.1

Item 4020.c was a GRS item, therefore not appraised

Item 4020.d.1 was superseded by N1-048-10-001, item 9.3.2

Item 4020.d.2 was superseded by N1-048-10-001, item 9.3.2

Date Reported: 5/11/2022

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-05-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>12-28-2004</i>	
FROM: (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		In accordance with the provisions of 44 U.S.C., 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10.	
3. MINOR SUBDIVISION National Business Center			
4. NAME OF PERSON WITH WHOM TO CONFER Pamala R. Quallich	4. TELEPHONE NUMBER 202-208-3909	DATE <i>2/19/06</i>	ARCHIVIST OF THE UNITED STATES <i>Mike W...</i>
5. AGENCY INFORMATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>Nov 2, 2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Pamala R. Quallich</i>		TITLE Office of the Secretary Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached List of Record Descriptions and Requested Disposition Authorities.	NI-48-01-2	
<i>c. Agency, NR, NWM, NACS</i>			

# SF 115 Supplementary Cover Sheet

## Summary:

This action updates an Office of the Secretary series entitled: "Chronological Photographic Assignment File Relating to Department of the Interior Officials, Events, Facilities, and Programs, 1975-Present (with 1977-1984 gap)," that was accepted by the National Archives and Records Administration (NARA) in 2001 under job no. NI-048-01-2.

## Reason for submission:

- (1) This action includes a revised description of records covered by this schedule which *adds digital images* to the schedule along with *records relating to the electronic photo assignment database*. This revision of the records description also omits reference to those blocks of records already transferred to NARA for permanent retention.
- (2) This action also *incorporates the series into the numbering pattern of the Office of the Secretary's new records schedule*. (Note: When accepted by NARA as NI-048-01-2, the series was not integrated into the Office of the Secretary's existing records schedule.) See attachment.

4020. Photographic Records in the Office of the Secretary. These files document the work of Departmental officials in the Office of the Secretary (OS) and provide a photographic record of OS events, facilities and programs. They include both unique, historically significant photographs (items 4020.a and 4020.b) and routine photographs documenting the daily life and activities of the OS. The files contain negatives, prints, contact sheets, and slides, and digital images. Finding aids for the film images include logbooks and an electronic photo assignment database (item 4020.d).

4020.a Historically Significant Photographs. Black-and-white and color negatives, contact sheets, prints, slides, and digital images encompassing portrait views of the Secretary, Deputy Secretary, Assistant Secretaries, Directors of Interior Bureaus, and other leading Department officials; photographs documenting swearing-in events, confirmation hearings, press conferences, Congressional testimony, policy meetings and conferences, program launchings, official inspection and investigation trips, historic ceremonies, and other major events featuring such officials; photographs documenting Departmental facilities construction, renovation, and expansion; photographs documenting visits to Departmental sites of political, military, and cultural dignitaries; photographs documenting program implementation in the field, and other subjects bearing on the unique responsibilities of the Department and its component bureaus and offices. Arranged first by Secretary's tenure, and secondly, by assignment number sequence corresponding to coverage chronology.

4020.a(1) Negatives: 1985-to-Present. Images are mostly 35 mm. (minority 2 V<sub>4</sub>" X 2 ¼" and larger formats), mainly in color. They are organized in 9" X 12" file folders marked with Secretary codes (e.g., "H" for Hodel, "L" for Lujan, "B" for Babbitt) and assignment numbers. Upwards of 75% of the negatives have corresponding contact sheets appearing in notebooks cited in 4020.a(3). Annual accumulation: ca. 3000 images.

4020.a(2) Prints: 1985-to-Present. Prints are mainly in small (4" X 6" type) format and in color. Maintained with negatives. Annual accumulation: ca. 150 prints.

4020.a(3) Contact Sheets: 1985-to-Present. Sheets contain mainly 35 mm. images, with the majority in color. Most of these have been compiled separately from the negatives (item 4020.a(1)) in ring notebooks. Sheets bear the Secretary codes, assignment numbers, and roll numbers that, for the most part, link the

images to the corresponding negatives in item 4020.a(1). Annual accumulation: upwards of ca. 140 sheets.

4020.a(4) Slides: 1980's-to-Present. Color 35 mm. slides, generated infrequently for publication or other special purposes, are also maintained separately in ring notebooks. Annual accumulation: negligible.

Disposition [a(1) through a(4)]: PERMANENT. Cut off files at the end of each Secretarial administration. Transfer to the National Archives 8 years after cutoff.

4020.a(5). Digital Images: 2000-to-Present. Color images, initially stored on memory cards, uploaded to external harddrive, and backed up to CD/DVD format. Organized by photographic session. Annual accumulation: ca. 4,000 images in JPEG and/or other formats.

4020.a(5)(a). Inputs – files stored on memory cards or received electronically.

Disposition: TEMPORARY. Delete after transfer to external hard drive.

4020.a(5)(b). Master File, with any accompanying system documentation and any electronic finding aid for digital images: Digital images from historically significant shoots, with related image folder title (requesting DOI office/photo subject/date) and file names from the digital image management system. [Data for routine shoots covering retirement ceremonies and routine campaigns like CFC and blood drives is disposable under 4020.c. below.]

Disposition: PERMANENT. Cut off files every two years and transfer immediately to the National Archives in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer.

4020.a(5)(c). Output – CD ROMs covering some Historically Significant Shoots

Disposition: PERMANENT. Cut off files every two years and transfer immediately to the National Archives in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer.

4020.b. Select Personality Photography Files. Largely assembled in the 1970's-1980's, with occasional additions since, these files contain prints (the majority of

which are black-and-white, 8" X 10" and smaller), negatives (mixed black-and-white and color, mostly 35 mm. and 2 1/4" X 2 1/4"), scattered contact sheets, filed together in 9" X 12" folders, and digital images depicting Interior Secretaries and other top-level officials. These files also contain official portraits of figures from recent decades and photographic reproductions of older portrait photos or paintings featuring pre-1970 Secretaries. Images are arranged alphabetically by name of official. Annual accumulation: roughly .3 cubic foot.

Disposition: PERMANENT. Cut off files at the end of each Secretarial administration. Transfer to the National Archives 8 years after cutoff.

4020.c. Routine Photographs. Black-and-white and color negatives, contact sheets, prints, slides and digital images relating to non-significant subjects, including portraits of low-level Interior staff; images of employee awards events and retirement ceremonies; and images of workshops, campaigns, or commemorations common to most federal agencies (for example, Combined Federal Campaigns, savings bond campaigns, blood drives, health fairs, ethnic history month events). These records do not pertain to the mission of the agency.

Disposition: TEMPORARY. Cut off files at the end of each year. Destroy 1 year after cutoff (GRS 21, item 1).

4020.d. Logs for Office of the Secretary Photography Files. Handwritten and electronic logs of each photography session, including date, subject, photographer, requesting office and assignment number.

4020.d(1). Paper Photo Logbooks. Logbook sheets consisting of handwritten entries for each photography session, in chronological order.

4020.d(2). Electronic Photo Log. Electronic log of each photography session, indicating date, subject, photographer, requesting Interior office, and assignment number, for 1993-present.

Disposition: PERMANENT. Cut off files at the end of each Secretarial administration. Transfer to the National Archives 8 years after cutoff in accordance with 4020.a. and 36 CFR 1228.270.