

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NL-95-86-2

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

DATE RECEIVED

12-09-85

1. FROM (Agency or establishment)

US Department of Agriculture

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Forest Service

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION

Office of Information

4. NAME OF PERSON WITH WHOM TO CONFER

Norina G. Mosby

5. TELEPHONE EXT.

235-2539

DATE

12/4/85

ARCHIVIST OF THE UNITED STATES
**SIGNATURE OF THE ARCHIVIST IS
NOT REQUIRED FOR APPROVAL OF
PERMANENT RETENTION OF RECORDS**

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 2 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.

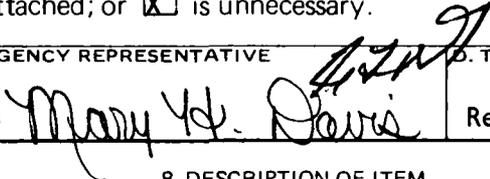
A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

Mary H. Davis



Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

This item was withdrawn from NC1-95-83-11 for further disposition development.

This disposition schedule reflects a three-year agreement signed by the Forest Service and the National Agricultural Library (NAL) outlining changes in responsibility for the management and maintenance of the Permanent Image Collection (PIC).

The Forest Service will send photographs and documentary data of archival value to NAL. NAL will manage and maintain the Permanent Image Collection and transfer the negatives to the Still Photo section of the National Archives and Records Administration. The photos remain the property of the Forest Service until they are transferred to NARA.

NAL will also support and maintain the machine-readable database. Presently, the database is located at Fort Collins Computer Center (FCCC).

A copy of the three-year agreement is attached.

2 items

1 1640-1 Still Photography (Includes official portraits and record photographs of personnel functions that provide documentation of essential transactions of the Forest Service; or contains information unique in substance, arrangement, or manner of presentation, and is unavailable in another form; or documents events or phenomena which are significant; or utilizes significant new technology and represents an advance in the state of the art.

This file also includes the machine-readable database (PIC database) housed at the Fort Collins Computer Center. It serves as a finding aid for identification and retrieval of photographic data.

Organize photo files using instructions in Photography Management Handbook, FSH 1609.21).

Originating Office: Review local photo collection for original photo material having archival value. Submit whichever of the following is applicable or available along with documentary data to the WO, Office of Information Staff every 3 years:

- (1) original black-and-white negatives,
- (2) duplicate negatives,
- (3) color transparencies, and
- (4) color negatives.

Washington Office: Office of Information: Collect original photographic material and documentary data from field units and transfer to NAL every 5 years to become part of the Permanent Image Collection.

National Agricultural Library:

- A. Photo Image Collection. Permanent. Break file every 5 years. Offer collection to NARA when 5-years old.

The collection consist of the following types of photographic material (and documentary data) sent from the Washington Office, Office of Information Staff:

- (1) original black-and-white negatives,
- (2) duplicate negatives,
- (3) color transparencies, and
- (4) color negatives.

B. Machine-readable database: NAL provides updated microfiche copy annually to NARA or on an as needed basis, whichever is applicable. Transfer database to NARA when program is discontinued or terminated.

The database contains elements documenting the following photographic material received from the Washington Office, Office of Information Staff:

- (1) original black-and-white negatives,
- (2) duplicate negatives,
- (3) color transparencies, and
- (4) color negatives.

ELEMENTS OF THE MACHINE-READABLE DATA BASE

1. Photographer
2. Location
3. Data Taken
4. National Forest
5. State (or Foreign country)
6. Land Management (Ownership)
7. Land Classification (Research, Private, etc.)
8. Year, Month taken
9. Special Projects
10. Year Received Into Collection
11. Agency
12. WO Browsing Collection
13. Negative ID Number
14. Camera Point Report Series
15. Subject Codes
16. Coded Description
17. Color, Black-and White
18. Species of Plant
19. Names of people in Picture, Site Name
20. Temporary Number used by Photographer