

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	N1-65-91-06
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <i>02-14-1991</i>	
1. FROM (Agency or establishment) <u>Department of Justice</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <u>Federal Bureau of Investigation</u>			
3. MINOR SUBDIVISION <u>Information Management Division</u>		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER <u>William Shackelford</u>		5. TELEPHONE EXT. <u>202/324-6903</u>	<u>3/12/91</u> 

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 4 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 <u>2/14/91</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Section Chief Information Services Section Information Management Division
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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Motion Picture Film</u></p> <p>Subjects which reflect the Federal Bureau of Investigation's mission and/or programs, such as films pertaining to law enforcement, recruitment, interviews with officials, and media coverage.</p> <p>a. Bureau created or sponsored films:</p> <ul style="list-style-type: none"> (1) Original negative or color original plus separate optical sound track; (2) Intermediate master positive or duplicate negative plus optical sound track; (3) Sound projection print <p>Disposition: PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest film is 10 years old. (E.g., films created in 1981 - 1985 would be transferred to the National Archives in 1991, films created in 1986 - 1990 would be transferred in 1996, etc.)</p> <p>(4) Duplicate prints and pre-print elements not required for preservation</p> <p>Disposition: TEMPORARY. Destroy when no longer needed.</p>	GRS 21/13	

b. FBI acquired motion picture films:

- (1) Two projection prints

Disposition: PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest film is 10 years old.

- ~~(2) Duplicate prints and pre-print elements not required for preservation~~

Disposition: TEMPORARY. Destroy when no longer needed.
(GRS 21/13)

c. Finding Aids, such as indexes, shot lists, or other lists which describe and/or facilitate the use of the motion pictures.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding film is transferred.

d. Production documentation bearing on the origin, acquisition, release, and ownership of the production, such as case files containing production contracts, scripts, transcripts, etc.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding film is transferred.

e. Unedited outtakes and trims:

- (1) Original negative or color original
(2) Work print

Disposition: PERMANENT. Transfer to the National Archives at the same time the corresponding edited final version of film is transferred. At the time of transfer, NARA may destroy material lacking historical value or is poor quality without further notification to the agency.

- ~~(3) Duplicate prints and pre-print elements not required for preservation.~~

Disposition: Temporary. Destroy when no longer needed.
(GRS 21/13)

Video Tapes

Subjects which reflect the FBI's mission and/or programs,

such as tapes pertaining to law enforcement, recruitment, and media coverage.

- a. The original or the earliest generation of the video recording plus one dubbing of the same.

Disposition: PERMANENT. Transfer to the National Archives in 5 year blocks when the oldest tape is 10 years old.

- ~~b. Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.~~

~~Disposition: TEMPORARY. Destroy when no longer needed. (GRS 21/12)~~

- c. Finding aids, such as indexes, shot lists, or other lists which describe and/or facilitate the use of the video tapes.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred.

- d. Production documentation bearing on the origin, acquisition, release, and ownership of the production, such as case files containing production contracts, scripts, transcripts, etc.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred.

- e. Raw camera footage.

Disposition: PERMANENT. Transfer to the National Archives at the same time that the corresponding tapes are transferred. At the time of transfer, NARA may destroy footage that lacks historical value or is of poor quality without further notification to the agency.

- ~~f. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)~~

~~Disposition: TEMPORARY. Destroy one year after completion of training program. (GRS 21/21)~~

(NOTE: This schedule excludes certain specific types of films and tapes which are already covered by the FBI retention plan as well as those materials that are considered nonrecord. These include motion media surveillance records, some seized materials, and material provided by citizens for investigation purposes. Those surveillance videos and films that are maintained in case files (or the accompanying bulkies and enclosures behind the files) share the same disposition as the related textual files. Additionally, when film or tape property is not introduced as evidence and it has been determined that there is no longer a need for FBI retention, it may be considered nonrecord and disposed of if it meets certain criteria. Specifically, if the material is not owned by, or forfeited to, the government, it should be returned to the lawful owner or his/her representative.)