

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-NU-91-1

DATE RECEIVED

12/12/90

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

DEPARTMENT OF THE NAVY

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

3/28/91

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

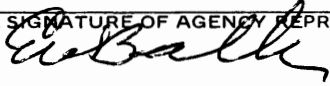
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; 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

12/7/90

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Director, Navy Directives,
Postal and Records Management

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 GRS OR SUPERSEDED JOB CITATION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)

The attached schedule provides disposition authority for Navy and Marine Corps records accumulated under SSIC 5290, Visual Information Management, and SSIC 5291, Visual Information Productions, Products, and Services.

Copies sent to agency, NCF, NN-W, NNS, NKT 4/1/91

SSIC 5290

VISUAL INFORMATION MANAGEMENT, GENERAL AND PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS

1. Chief of Naval Operations, Commandant of the Marine Corps, Commander Naval Imaging Command (COMNAVIMAGCOM) and Commanding General, Marine Corps Combat Development Command Policy, Planning and Program Records. Primary program records. Files and records documenting development and execution of imaging (visual information) plans, policies, programs, and procedures that implement the Naval Imaging Program. Records documenting the authorization of Navy and Marine Corps Visual Information Activities.

Permanent. Cut off annually. Transfer to WNRC, 4205 Suitland, Rd., Suitland, MD 20409, when 7 years old. Offer to NARA when 25 years old.

2. Navy and Marine Corps Visual Information Activity's General Management and Operations Records. The Activities Have a Department of Defense Visual Information Activity Number (DVIAN).

a. Records documenting the management and operation of Navy and Marine Corps Visual Information Activities. Order logs or similar management records.

Destroy when 2 years old.

b. Logs of still picture negatives and motion picture film. (Exclude shelf lists, indexes, and other records that can be used as finding aids)

Destroy when 5 years old.

c. DD Form 2054/1 Visual Information (VI) Annual Activity Report and DD Form 2054/2 Audiovisual (AV) Production and Library Report.

Destroy when 2 years old.

SSIC 5291

VISUAL INFORMATION PRODUCTIONS, PRODUCTS AND SERVICES RECORDS

These files include visual information materials and the documents supporting their creation. The VI materials consist of still media; graphic arts; motion media; and audio; recordings, and materials. This schedule does not cover: (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, (3) microform copies of textual records, (4) research and development source data, (5) digitized imagery, or (6) combat camera operations (See SSIC 3104).

The schedule is divided into three parts as follows:

1. Paragraph 1 covers the records that may be of continuing general or historical interest to the Navy or Marine Corps.
 2. Paragraph 2 specifically covers category 2 and 3 visual information (audiovisual) production records of film and video programs that are available for service-wide, DOD-wide or public use.
 3. Paragraph 3 covers the records that have no continuing general or historical interest that may be disposed of by Navy and Marine Corps activities including that of local use only.
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1. VI materials (films, tapes, discs or graphic arts) recorded by Navy and Marine Corps activities not duplicated elsewhere and determined to have continuing general or historical interest to the Navy or Marine Corps.

a. Still Media. Black-and-white and color negative photography: the original negative, a captioned print, and, for color negative photography, in addition a duplicate negative if one exists. Black and white and color still video imagery: the original diskette and a captioned print for each image. Black and White and color transparency photography: the original and a duplicate. Slide sets or filmstrips and accompanying audio recordings or scripts: 2 copies.

(1) Created at Navy and Marine Corps activities.

Accompany with caption data sheet. Transfer within 90 days of initial use to: (a) Navy activities - Naval Imaging Command, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(2) Held by Naval Imaging Command and the Marine Corps Combat Development Command.

(Transfer periodically to the DOD Still Media Records Center, Washington, DC)

(3) Held by the DOD Still Media Records Center.

Permanent. Transfer to NARA when 10 years old or earlier if no longer needed for current operations along with related shelf lists and other indexes (including video disks and other automated finding aids)

b. Graphic Arts. Posters distributed Navy-wide or to the public and original artwork of unusual or outstanding merit. Posters: 2 copies. Original art: original and photographic copy if one exists.

(1) Posters (Navy and Marine Corps)

(2) Original artwork of unusual or outstanding merit

c. Motion Media. Navy and Marine Corps sponsored motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording, and accompanying caption data sheets. Video recordings: the original or earliest generation of recording, and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording and accompanying caption data sheets. Unedited film footage: the original negative or color original, work print, and an intermediate positive or duplicate negative if one exists, appropriately arranged, labeled, and described. Unedited video: the original and a dubbing appropriately arranged, labeled and described.

Permanent

Transfer 2 copies of each poster to the National Archives when produced by adding the National Archives to distribution lists (mail to: National Archives & Records Administration (NNSP), Washington, DC 20408)

Offer to National Archives when no longer needed (artwork not accepted for transfer by NARA will be destroyed per GRS 21, Item 6).

(1) Documentary footage (except routine surveillance, scientific, medical or engineering footage) shot for research and development, fact-finding or other studies and stock footage, outtakes and trims created during the course of a Navy and Marine Corps sponsored production. Internal management news or information programs. Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of Navy and Marine Corps officials before Congress and at other hearings, and accompanying textual material (programs, agendas, scripts, etc.) Media appearances by top Navy and Marine Corps officials.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying caption data sheet to: (a) Navy activities - Naval Imaging Command, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Imaging Command and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.)

(c) Held by the DOD Motion Media Records Center.

(1) UNEDITED MATERIALS that meet the following criteria are TEMPORARY and will be destroyed when no longer needed.

- (a) redundant, defective, or purely local and/or transitory;
- (b) document routine award, promotion, change of command, and similar ceremonies (except Medal of Honor award ceremonies; change of command ceremonies ashore for Admirals or Marine Corps generals; and afloat for Vice-Admirals or above; and those in which the President, Vice President, Secretary of Defense, or Secretary of the Navy was a participant);
- (c) pertain to routine basic and advanced training activities such as drills, marches, classroom activities, etc., whether aboard ship or ashore (except for selected items retained to illustrate Naval or Marine Corps life);
- (d) document routine and/or repetitive activities undertaken in connection with recurring peacetime operations and training exercises (except for selected items retained to illustrate Naval or Marine Corps life);
- (e) document the appearance, use, or operation of equipment widely used in the civilian arena and employed by Navy or Marine Corps in the same manner and for the same purposes;
- (f) redundant imagery or recordings pertaining to the development, testing, use, operation, and maintenance of military equipment and material (except for the introduction of new weapons or technology);
- (g) scenic photography or wild sound without any documentary value as to time, place, or historical condition;
- (h) outtakes (supplements) to Navy motion pictures (MN's) that do not document combat operations;
- (i) audiovisual items originated by the Army or Air Force;
- (j) most launchings, christenings, or commissioning

of ships (except those of aircraft carriers (CV), battleships (BB), atomic submarines (SSN), and the first of each class of submarines, cruisers, and destroyers);

(k) out of focus or poor photography, or poor quality audio (except when related to combat operations).

(2) AUDIOVISUAL PRODUCTIONS, I.E., COMPLETED OR EDITED FILMS OR TAPES, that meet the following criteria are TEMPORARY and will be destroyed when no longer needed.

- (a) redundant, defective, or purely local and/or transitory;
- (b) show routine managerial and personnel training activities;
- (c) show lectures, panel discussions, classroom training sessions or briefings lacking in substantive pictorial or aural information;
- (d) productions originated by other Government agencies;
- (e) illustrate routine installation, assembly, maintenance, testing and repair of individual components of a larger weapons system or piece of equipment (as opposed to productions that pertain to a weapons system or piece of equipment in its entirety);
- (f) illustrate only limited aspects of the overall operation and use of a weapons system or piece of equipment (e.g., productions that deal only with its assembly and installation, as opposed to all aspects of its operation);
- (g) highly technical or instructional training productions that support or repeat information, techniques, or procedures described in other sources such as textbooks, manuals, or other publications.

(3) All other audiovisual products will be offered to the National Archives when 10 years old or earlier if no longer needed for current operations. (Any products not accepted by the National Archives will be destroyed when no longer needed by the Navy or the Marine Corps).

III-5-43B

(2) Documentation project and imagery records.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying caption data sheet to: (a) Navy activities - Naval Imaging Command, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Imaging Command and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.

(c) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2) or 5291.1c(1)(c)(3) as appropriate.

(3) Category 1 film and video programs available for use within one major command and/or by the public that are intended for training, information, education, and recruiting.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying caption data sheet to: (a) Navy activities - Naval Imaging Command, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Imaging Command and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.

(c) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2) or 5291.1c(1)(c)(3) as appropriate.

d. Sound recordings of significant events.

(1) Created at Navy and Marine Corps activities.

Transfer within 30 days following initial use with accompanying caption data sheet to: (a) Navy activities - Naval Imaging Command, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(2) Held by Naval Imaging Command and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Still Media Records Center, Washington, DC

(3) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2) or 5291.1c(1)(c)(3) as appropriate.

2. VI materials (films, tapes, discs or graphic arts) and their accompanying records of production, of Navy and Marine Corps sponsored Category 2 & 3 film and video programs that are available service-wide, DOD-wide or to the public and are intended for training, information, education and recruiting. These programs have been approved through the use of DD Form 1995, and a record of their production has been entered into the data base of the Defense Automated Visual Information System (DAVIS). They include motion media produced internally or under contract. Films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording. Video recordings: the original or earliest generation of recording, and dubbing if one exists. Acquired films: two projection prints or one projection print and a video recording. Outtakes and unedited film or video: the original negative or color original, work print, an intermediate positive or duplicate negative if one exists, or a video recording appropriately arranged, labeled, and described. Contract produced and in-house production records: DD Form 1995, approvals for script, interlock final answer print, script as recorded, Public Exhibition Clearance for script and production, talent releases, music rights, location of stock footage rights, contract with all amendments if commercially produced or commercial (off-the-shelf) product, definite evaluation and final budget, legal opinions concerning Government's proprietary rights, documents pertaining to contract acquisition, documentation project and photography records.

(a) Created at Navy and Marine Corps activities.

Transfer within 120 days following initial use with accompanying DD Form 1995 to:
(a) Navy activities - Naval Imaging Command, Washington, DC 20374-1681 or (b) Marine Corps activities - Marine Corps Combat Development Command (TE 32TSP), Quantico, VA 22134-5001.

(b) Held by Naval Imaging Command and the Marine Corps Combat Development Command.

Transfer periodically to the DOD Motion Media Records Center.

(c) Held by the DOD Motion Media Records Center.

Apply SSIC 5291.1c(1)(c)(1) or 5291.1c(1)(c)(2), or 5291.1c(1)(c)(3) as appropriate.

3. Other VI materials accumulated by Navy and Marine Corps activities including that of local use only, that have no continuing general or historical interest to the Navy or Marine Corps.

a. Still Photography. Black-and-white, color negative, color transparency photography; and slide sets and filmstrips and accompanying audio recordings or scripts. Covering:

(1) Routine award ceremonies, social events, and activities of purely local interest.

Destroy when one year old or when no longer needed.

(2) Internal personnel and administrative training filmstrips and slides that do not reflect the mission of the Navy or Marine Corps or the mission of the activity.

Destroy one year after completion of training program.

(3) Negatives from which prints have been submitted with reports.

Retain as needed for up to 2 years and destroy.

(4) Negatives and prints which are valueless due to faulty photography, or because of similarity, are considered to be duplications.

Destroy when no longer needed.

(5) Still photographic work requests and related papers, used to schedule work, document workload, materials used, and man-hours used, and to prepare reports.

Retain 12 months after end of FY in which work is accomplished, then destroy.

b. Graphic Arts. Posters: 2 copies. Original art: original and photographic copy if one exists.

(1) Viewgraphs.

Destroy one year after final publication or when no longer needed.

(2) Routine artwork for handbills, flyers, posters, letterhead and other graphics.

Destroy one year after final publication or when no longer needed.

(3) Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.

Destroy when no longer needed for publication or reprinting.

c. Motion Pictures, Including Category 1 Programs. Navy and Marine Corps sponsored films: original negatives or color originals and separate sound tracks, intermediate master positives or duplicate negatives plus optical sound tracks, and sound projection prints or video recordings. Acquired films: projection prints or one projection print and a video recording. Unedited footage: original negatives or color originals, work prints, and an intermediate positive or duplicate negatives.

(1) Films acquired from outside sources for personnel and management training.

Destroy one year after completion of training program.

(2) Films acquired from outside sources for personnel entertainment and recreation.

Destroy when no longer needed.

(3) Routine surveillance footage.

Destroy when no longer needed.

(4) Routine scientific, medical or engineering footage.

Destroy when two years old or when no longer needed.

c. Video Recordings, Including Category 1 Programs. The original or earliest generation of recording, and a dubbing if one exists.

(1) Programs acquired from outside sources for personnel and management training.

Destroy one year after completion of training program.

(2) Programs acquired from outside sources for personnel entertainment and recreation.

Destroy when no longer needed.

(3) Rehearsal or practice tapes.

Destroy immediately.

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

Destroy one year after completion of training program.

(5) Routine surveillance recordings.

Destroy when no longer needed.

(6) Routine scientific, medical or engineering recordings.

Destroy when two years old or when no longer needed.

(7) Recordings that document routine meetings and award presentations.

Destroy when no longer needed.

(8) Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by CFR 101-11.411-4.

Destroy when no longer needed.

d. Sound Records of Transitory Information.

Erase or destroy when purpose has been served.