

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>AUDV</u></b>	<b><u>AUDIOVISUAL RECORDS</u></b>		
INF 1	AUDV – 1	<p>Still Photography (General)</p> <p>Correspondence, reports, award ceremonies and social events. Photographs of routine activities not related to the mission of the agency.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 1 FY old.</p>	GRS 21, Item 1
		a. RESERVED		
		<p>b. ARS Still Photography – Still photography, including slide sets, filmstrips glass negatives, and lantern slides.</p> <p>Black and White Photography: The original negative and a captioned print.</p> <p>Color Photography: The original color transparency or color negative, a captioned print, and an internegative if one is available.</p> <p>Other still pictorial records: The original and a reference print of each.</p> <ul style="list-style-type: none"> <li>- Still photography shot for inclusion in ARS publications at headquarters and filed levels, such as Agricultural Research, Newsmakers, Extension Review, Special Reports, and similar publications.</li> <li>- Still photography relating to significant research activities, progress of studies, surveys, new technology, and not covered elsewhere in this schedule</li> </ul>	<p><u>PERMANENT:</u> Information Staff: Submit to USDA Photo Library for appropriate disposition, in accordance with 3 AR, Chapter 3.</p> <p><u>PERMANENT:</u> OPR: Offer to NARA when no longer needed for administrative use or when 5 years old.</p>	<p>NC1-310-80-2, Item 13a(1)</p> <p>NC1-310-80-2, Item 13a(2)</p>
	AUDV – 2	<p>Personnel Identification or Passport Photographs</p> <p>Correspondence, Reports and Photos. Personnel Identification or Passport Photographs.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 5 years old or when superseded or obsolete, whichever is later.</p>	GRS 21, Item 2
	AUDV – 3	<p>Viewgraphs</p> <p>Correspondence, Reports and Viewgraphs.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 1 year after use.</p>	GRS 21, Item 5
	AUDV – 4	<p>Artwork, Reproduction Material</p> <p>Correspondence, Reports, Handbills, Artwork and Negatives. Routine Artwork for Handbills, Flyers, Posters, Letterhead, and other Graphics. Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction. Line Copies of Graphs and Charts.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when no longer needed for publication or reprinting.</p>	GRS 21, Items 6, 7, &/or 8

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	AUDV – 5	<p>Routine Surveillance Footage/Recordings</p> <p>Routine Surveillance Footage and Recordings.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 6 months old.</p>	GRS 21, Items 11 &/or 18
INF 1	AUDV – 6	<p>Routine Scientific, Medical, or Engineering Footage</p> <p>Routine Scientific, Medical, or Engineering Footage and Recordings</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 2 years old.</p>	GRS 21, Items 12 &/or 19
		<p>(ARS Records)</p> <p>a. Motion Picture files, including negatives, masters, and prints of productions and unedited outtakes and trims. Agency sponsored 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 ¾ inch videocassette copy.</p> <p>Acquired films: two projection prints or one projection print and a ¾ inch videocassette copy.</p> <p>Unedited footage: the original negative or color original, work print, and an intermediate master positive or duplicate if one exists, appropriately arranged, labeled, and described.</p>	<p><u>PERMANENT:</u></p> <p>Offer to NARA when 5 years old or when no longer needed for administrative use.</p>	NC1-310-80-2, Item 13b(1)
	AUDV – 7	<p>Rehearsal and Practice Footage</p> <p>Rehearsal or Practice Tapes.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy immediately.</p>	GRS 21, Item 16
	AUDV – 8	<p>Meetings and Awards Footage</p> <p>Correspondence, Reports and Footage. Recordings that document routine meetings and award presentations.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 2 years old.</p>	GRS 21, Item 20
	AUDV – 9	<p>Meeting Recordings Used for Transcription EXCLUDING Presidential and Executive Commissions</p> <p>Records of meetings made exclusively for note taking or transcription, dictation belts or tapes EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy immediately after use.</p>	GRS 21, Items 22 &/or 23
	AUDV – 10	<p>Sound Working Files</p> <p>Correspondence, reports and working files. Premix sound elements created during the course of a motion picture, television, or radio production.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy immediately after use.</p>	GRS 21, Item 24

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INF 1	AUDV – 11	<p>News Recordings</p> <p>Correspondence, reports, news recordings. Daily or spot news records available to local radio stations on a call in basis.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when 6 months old.</p>	GRS 21, Item 26
		<p>(ARS Records)</p> <p>a. ARS Sponsored radio programs:</p> <ol style="list-style-type: none"> <li>1. For public broadcast. Sound records consisting of Conventional mass-produced, multiple copy disc recordings; the master tape, matrix or stamper, and one disc pressing. Magnetic audio tape records (reel-to-reel, cassette or cartridge); the original or earliest generation of each recording, and a dubbing, if one exists.</li> <li>2. News releases and information programs</li> <li>3. Recordings of public meetings or speeches, agency sponsored conferences, guest speakers, testimony of agency officials before Congress and other hearings.</li> </ol>	<p><u>PERMANENT:</u></p> <p>Offer to NARA when 5 years old or when no longer needed for administrative use.</p>	<p>NC1-310-80-2, Item 13d(1)</p> <p>NC1-310-80-2, Item 13d(2)</p> <p>NC1-310-80-2, Item 13d(11)</p>
		<p>(ARS Records)</p> <p>b. ARS Motion Pictures:</p> <ol style="list-style-type: none"> <li>1. ARS Sponsored television news releases and information reports.</li> <li>2. Films acquired from outside sources (not-covered elsewhere in this schedule) that document or are used to carry out ARS programs.</li> <li>3. ARS sponsored films shot for scientific use.</li> </ol>	<p><u>PERMANENT:</u></p> <p>Offer to NARA when 5 years old or when no longer needed for administrative use.</p>	<p>NC1-310-80-2, Item 13b(2)</p> <p>NC1-310-80-2, Item 13b(3)</p> <p>NC1-310-80-2, Item 13b(4)</p>
		<p>(ARS Records)</p> <p>c. Stock footage, outtakes and trims created during the course of ARS sponsored production.</p>	<p><u>PERMANENT:</u></p> <p>Offer through Video and Film Center (USDA-OBPA) immediately upon completion of production for deposit in the Stock Film Library, Audiovisual Archives Division (NARA).</p>	NC1-310-80-2, Item 13b(5)

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		(ARS Records) d. Films produced under program agreements that are submitted to ARS.	<u>TEMPORARY:</u>  Offer to NARA with related program agreement records covered in contracts and agreements.	NC1-310-80-2, Item 13b(6)
		(ARS Records) e. Noncurrent original script material with related correspondence and background material.	<u>PERMANENT:</u>  Transfer to NARA immediately.	NC1-310-80-2, Item 13b(8)
	AUDV – 12 ★	Production Working Files  Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. Finding aids for identification, retrieval, or use of temporary audiovisual records.	<u>TEMPORARY:</u>  Dispose of according to the instructions covering the related audiovisual records.	GRS 21, Item 28
INF 1	AUDV – 13	Video		
		(ARS Records) a. ARS sponsored video productions intended for public distribution, including information and educational productions. Consisting of the original or earliest generation of the recording and a dubbing, if one exists.	<u>PERMANENT:</u>  Offer to NARA when 5 years old or when no longer needed for administrative use.	NC1-310-80-2, Item 13c(1)
		(ARS Records) b. ARS sponsored television news releases or information reports.	<u>PERMANENT:</u>  Offer to NARA when 5 years old or when no longer needed for administrative use.	NC1-310-80-2, Item 13c(2)
		(ARS Records) c. Programs produced under program agreements that are submitted ARS.	<u>PERMANENT:</u>  Offer to NARA with related agreement records covered in grants and agreements.	NC1-310-80-2, Item 13c(3)
		(ARS Records) d. Programs acquired from outside sources (not covered elsewhere in this schedule) that document or are used to carry out ARS programs.	<u>PERMANENT:</u>  Offer to NARA when no longer needed for administrative use or when 5 years old.	NC1-310-80-2, Item 13c(4)
		(ARS Records) e. Media appearances by to ARS officials.	<u>PERMANENT:</u>  Offer to NARA when no longer needed for administrative use or when 5 years old.	NC1-310-80-2, Item 13c(5)

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		(ARS Records) f. Documentary recordings shot for scientific use, not covered elsewhere in this schedule.	<u>PERMANENT:</u>  Offer to NARA when no longer needed for administrative use or when 5 years old.	NC1-310-80-2, Item 13c(6)