

Scott  
11/22/95  
11/27/95

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

JOB NUMBER  
*N1-237-95-6*

DATE RECEIVED  
*9-13-95*

1. FROM (Agency or establishment)  
*Federal Aviation Administration*

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
*HQ/REG/FIELD/FOREIGN Offices*

DATE

4. NAME OF PERSON WITH WHOM TO CONFER  
*Lisa McGlasson*

5. TELEPHONE  
*202  
267-9885*

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

6. AGENCY CERTIFICATION  
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 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
*SEP 12 1995*

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*

TITLE  
*LISA MCGLASSON  
AGENCY RECORDS OFFICER, FAA*

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

*FAA's Audio Visual Records  
See Attached Page*

MASS DATA CHANGE SHEET NOT REQUIRED

## 1740-FAA's Audio Visual Records and Related Finding Aids

### Agencywide

This schedule covers agency-generated, sponsored or gathered audio visual records in headquarters, region, field and foreign offices, private contractor facilities and aircraft manufacturing companies. Whenever possible, program offices should maintain physically separate files of permanent and temporary photographs. Such separation eliminates the need for complicated retrospective weeding when it is time to transfer files. In addition, preservation concerns lead NARA to encourage FAA to maintain historically-significant photographic prints and negatives in separate files (with common numbering providing the link between matching images). NARA also urges FAA to separate the historically-significant black-and-white from color negatives, with the latter requiring cold storage. More detailed guidelines for the proper management of audio visual records are covered in NARA's Managing Audio Visual Records.

Every accession of permanent audio visual records must be adequately described by format, identified by office of record/creation, contain year span, arrangement, volume figure, and be accompanied by a related finding aid. Examples: 1. Historical Photographic Collection (1903-1995), FAA's Historian Office, Office of Public Affairs, Headquarters; arranged alphabetically by broad subjects, some are captioned and contain original and duplicated prints, some matching and duplicate negatives exist; volume totals 20 cubic ft.; collection closed 10/1995; finding aid is a printed alphabetical folder title list. 2. Photographs of Aviation Equipment and Facilities Used to Illustrate the FAA's Flight Standards Safety Publication, 1950-1985, Accident Prevention Program Branch, Flight Standards Service; prints with some matching negatives arranged alphabetically by broad subject, 10 cubic ft.

### ITEM 1740

#### 1. Black-and-White and Color Photographic Prints.

a. Agency-generated, sponsored or gathered prints of historical and modern aircraft, airports, air traffic control facilities and equipment, civilian and military aviation activities, and major Federal Aviation Administration (FAA) officials, programs and events.

Permanent. Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.

b. Agency-generated, sponsored or gathered prints of insignificant and routine activities, such as coverage of FAA awards ceremonies, retirements, campaign activities and training programs common to most government agencies.

Temporary. Destroy in agency when one year old or when no longer needed. (GRS 21, item 1)

#### 2. Black-and-White Negatives and Contact Sheets.

a. Agency-generated, sponsored or gathered black-and white negatives and corresponding contact sheets pertaining to historically significant subject-matter (see 1a), linked through common numbering to whatever matching prints may be covered under 1a.

Permanent. Break file every five years. Transfer five year accumulation with the related log or finding aid to the National Archives five years after the break.

b. Agency-generated, sponsored or gathered black-and-white negatives and corresponding contact sheets pertaining to routine and historically insignificant subject-matter. (see 1b).

Temporary. Destroy when one year old or when no longer needed. (GRS 21, item 1)

### **3. Color Negatives and Contact Sheets**

a. Agency-generated, sponsored or gathered color negatives and corresponding contact sheets pertaining to historically significant subject-matter (see 1a), linked through common numbering to whatever matching prints may be covered 1a.

Permanent. Break file every five years. Transfer five-year accumulation with the related log or finding aid to the National Archives five years after the break.

b. Agency-generated, sponsored or gathered color negatives and corresponding contact sheets pertaining to routine and historically insignificant subject-matter (see 1b).

Temporary. Destroy when one year old or when no longer needed. (GRS 21, item 1).

### **4. Color Slides**

a. Agency-generated, sponsored or gathered color slides pertaining to historically significant subject-matter (see 1a).

Permanent. Break file every five years. Transfer five-year accumulation with the related finding aid to the National Archives five years after the break.

b. Agency-generated, sponsored or gathered color slides pertaining to routine and historically insignificant subject-matter (see 1b).

Temporary. Destroy when one year old or when no longer needed. (GRS 21, item 1).

### **5. Motion Picture Films and Video Recordings**

a. Agency-generated, acquired, sponsored or gathered motion picture films and video recordings that document historical FAA personalities, events and activities.

Permanent. Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.

NOTE: For permanent film NARA wants the preprint (original, negative or positive intermediate), plus a second print or videotape copy; for permanent video recording NARA wants the original or earliest generation plus a second copy.

b. Agency-generated, sponsored or gathered motion picture films and video recordings pertaining to routine and historically insignificant subject-matter, except for routine scientific, medical or engineering footage or recordings.

Temporary. Destroy when one year old or when no longer needed. (GRS 21, items 9 through 21).

c. For routine scientific, medical or engineering footage or recordings.

Temporary. Destroy when two years old or when no longer needed. (GRS 21, items 12 and 19).

#### **6. Magnetic audiotape recordings.**

a. Agency-generated, sponsored or gathered audio cassettes, reel to reel recordings or cartridges that document historical FAA personalities, speeches, conferences, other significant events and activities.

Permanent. Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.

NOTE: For permanent magnetic audiotape recording NARA wants the original or earliest generation plus a second copy.

b. Agency-generated, sponsored or gathered motion picture films and video recordings pertaining to routine and historically insignificant subject-matter.

Temporary. Destroy when one year old or when no longer needed. (GRS 21, item 22)

#### **7. Graphic Arts**

a. Two copies of agency-generated, sponsored or gathered posters distributed agencywide or to the public and original artwork of unusual or outstanding merit.

Permanent. Break file every five years. Transfer five year accumulation with the related finding aid to the National Archives five years after the break.

NOTE: For original artwork of unusual or outstanding merit NARA wants, if possible, 2X2 color slide or 4X5 color transparency copies of the items. For additional guidance, contact NARA's Nontextual Archives Division.

b. Viewgraphs, routine artwork, line and halftone negatives, screened paper prints and line copies of graphs and charts used to produce graphic art.

Temporary. Destroy when one year old or when no longer needed. (GRS 21, items 5-9).

For additional temporary audio visual files, use General Records Schedule (GRS) 21 authorities or submit an individual SF 115 to seek unique dispositions.

The National Archives and Records Administration reserves the right during archival processing to dispose of any marginal, duplicative, fragmentary or non-identifiable materials and records that are already scheduled under approved agency schedules and the General Records Schedules (GRS), as well as those records lacking sufficient historical value to warrant permanent retention.