

Schedule 21 - Audiovisual Records

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Introduction

This schedule covers audiovisual and related records created by or for the Bureau of Land Management (BLM) as well as those acquired in the course of business. For audiovisual records that are not described in this schedule, agencies must request disposition authority by submitting a SF-115 to the National Archives and Records Administration (NARA) Life Cycle Management Division (NWML).

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes: (1) production or other files documenting the creation, justification, ownership, and right to the records; and (2) finding aids used to identify or access the records.

This schedule does not cover cartographic records, remote sensing imagery recorded on film or magnetic tape, or microfilm copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by Schedule 17; temporary computerized data are covered by Schedule 20 and 23; and microfilm copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1230.10(b).

Guidance about the identification, maintenance, use and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide." Copies are available from the NARA Publications Distribution Staff.

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-45.10, "Recovery of Precious Metals."

Item	Record Series Description	Disposition Authority
1	STILL PHOTOS - ROUTINE ACTIVITIES. Photographs of routine award ceremonies, social events, and activities not related to the mission of the BLM. Confidentiality: Mixed public and nonpublic records. Location: All. Exclusions: Mission-related photos (item 30).	TEMPORARY. Destroy when 1 year old. GRS 21/1.
2	PERSONNEL IDENTIFICATION OR PASSPORT PHOTOGRAPHS. Confidentiality: Mixed Public and Nonpublic records. Location: All. Exclusions: Form OF-55 (Schedule 11/4a).	TEMPORARY. Destroy when 5 years old or when superseded or obsolete, which is later. GRS 21/2.
3	STILL PHOTOS - TRAINING [1400-410]. Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the BLM. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related photos (item 30).	TEMPORARY. Destroy 1 year after completion of training program. GRS 21/3.
4	Reserved	Formerly duplicates of still photos that are nonrecord material.
5	GRAPHIC ARTS - VIEWGRAPHS [1553]. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related viewgraphs (item 31).	TEMPORARY. Destroy 1 year after use. GRS 21/5.

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Item	Record Series Description	Disposition Authority
6	GRAPHIC ARTS - ROUTINE ART WORK [1553]. For handbills, flyers, posters, letterhead and other graphics. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related art work (item 31).	TEMPORARY. Destroy when no longer needed for publication or reprinting. GRS 21/6.
7	GRAPHIC ARTS - NEGATIVES, PRINTS, PLATES [1553]. Line and halftone negatives, screened paper prints, offset lithographic plates used for photomechanical reproduction. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related negatives, prints, plates (item 31).	TEMPORARY. Destroy when no longer needed for publication or reprinting. GRS 21/7.
8	GRAPHIC ARTS - LINE COPIES [1553]. Line copies of graphs and charts. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related graphs and charts (item 31).	TEMPORARY. Destroy when no longer needed for publication or reprinting. GRS 21/8.
9	MOTION PICTURES - TRAINING [1400-410]. Films acquired from outside sources for personnel and management training. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related motion pictures (item 32).	TEMPORARY. Destroy 1 year after completion of training program. GRS 21/9.
10	Reserved	Formerly duplicate film that are nonrecord material.
11	MOTION PICTURE - ROUTINE SURVEILLANCE FOOTAGE. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related motion pictures (item 32).	TEMPORARY. Destroy when 6 months old. GRS 21/11.
12	MOTION PICTURE - ROUTINE SCIENTIFIC, MEDICAL OR ENGINEERING FOOTAGE. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related motion pictures (item 32).	TEMPORARY. Destroy when 2 years old. GRS 21/12.
13	Reserved	Formerly duplicates of motion pictures that are nonrecord material.
14	VIDEO RECORDINGS - TRAINING [1400-410]. Programs acquired from outside sources for personnel and management training. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video recordings (item 33).	TEMPORARY. Cutoff 1 year after completion of training program. GRS 21/14.
15	Reserved	Formerly video recordings for entertainment or recreation that are nonrecord material.
16	VIDEO RECORDINGS - REHEARSAL OR PRACTICE TAPES. Confidentiality: Mixed public and nonpublic records. Location: All. Exclusions: Mission-related video recordings (item 33).	TEMPORARY. Destroy immediately. GRS 21/16.

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Item	Record Series Description	Disposition Authority
17	VIDEO RECORDINGS - INTERNAL TRAINING [1400-410]. Internal personnel and administrative training programs that do not reflect the mission of BLM. These include "role play" sessions, management and supervisory instruction, etc. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video recordings (item 33).	TEMPORARY. Destroy 1 year after completion of the training program. GRS 21/17.
18	VIDEO RECORDINGS - ROUTINE SURVEILLANCE RECORDINGS. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy when 6 months old. GRS 21/18.
19	VIDEO RECORDINGS - ROUTINE SCIENTIFIC, MEDICAL, OR ENGINEERING RECORDINGS. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video recordings (item 33).	TEMPORARY. Destroy when 2 years old. GRS 21/19.
20	VIDEO RECORDINGS - ROUTINE EVENTS. Recordings that document routine meetings and award presentations. Confidentiality: Nonpublic record category 3. Location: All. Exclusions: Mission-related video recordings (item 33).	TEMPORARY. Destroy when 2 years old. GRS 21/20.
21	Reserved	Formerly duplicate video dubbing and premix elements that are nonrecord material.
22	AUDIO RECORDINGS - NOTE TAKING OR TRANSCRIPTION. Recordings of meetings made exclusively for notetaking or transcription. Exclusions: Recordings of proceedings of Presidential commissions and executive commissions (contact NARA). Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy immediately after use. GRS 21/22.
23	AUDIO RECORDINGS - DICTATION BELTS OR TAPES. Includes recordings on answering machines and other message devices. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy immediately after use. GRS 21/23.
24	AUDIO RECORDINGS - PREMIX SOUND ELEMENTS. Created during a motion picture, TV, or radio production. Confidentiality: Nonpublic record category 3. Location: All.	TEMPORARY. Destroy immediately after use. GRS 21/24.
25	Reserved	Formerly library copies of audio recordings that are nonrecord materials.
26	AUDIO RECORDINGS - DAILY OR SPOT NEWS RECORDINGS. Available to local radio stations on a call-in basis. <i>The BLM does not usually maintain these records.</i>	TEMPORARY. Destroy when 6 months. GRS 21/26.
27	Reserved	Formerly duplicate audio dubbing that are nonrecord material.

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Item	Record Series Description	Disposition Authority
28	AUDIOVISUAL PRODUCTION FILES. Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. Confidentiality: Nonpublic record category 3. Location: All.	Dispose of according to instructions covering related audiovisual records. GRS 21/28.
29	AUDIOVISUAL FINDING AIDS. Finding aids for identification, retrieval, or use of temporary audiovisual records. Forms: BLM 1277-2, 3. Confidentiality: Mixed public and nonpublic records. Location: All.	Dispose of according to instructions covering the related audiovisual records. GRS 21/29.
30	STILL PHOTO RECORD COPIES - BLM MISSION-RELATED. Official portraits of the BLM Directors; photographs produced or collected for use in the BLM publications, exhibitions, or other media productions; documentary photographs shot for fact finding purposes, research and development, or other studies; photographs that depict the mission of the BLM; and slides or filmstrip programs that depict the mission of BLM. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: All. Note: See item 4 for nonrecord duplicates.	
	a. Black-and-White and Color Negative Photography.	PERMANENT. Cutoff EOFY. Transfer original negative, a captioned print, and, for color negative photography, a duplicate negative, if one exists, directly to NARA in 5-year blocks when the most recent records are 5 years old. NARA Job NC1-49-85-2, 21/8.
	b. Color Transparency and Slide Photography.	PERMANENT. Cutoff EOFY. Transfer original and a duplicate directly to NARA in 5-year blocks when the most recent records are 5 years old. NARA Job NC1-49-85-2, 21/8.
	c. Slide Sets or Filmstrips and Accompanying Audio Recordings or Scripts.	PERMANENT. Cutoff EOFY. Transfer two copies directly to NARA in 5-year blocks when the most recent records are 5 years old. NARA Job NC1-49-85-2, 21/8.
31	GRAPHIC ARTS RECORD COPIES - BLM MISSION-RELATED. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: WO, Centers, SO.	
	a. Posters. Distributed BLM-wide or to the public.	PERMANENT. Cutoff EOFY. Transfer two copies directly to NARA 1 year after cutoff. NARA Job N1-49-96-1, 21/31a.

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Item	Record Series Description		Disposition Authority
	b.	Original Art.	TEMPORARY. Destroy when no longer needed for administrative use. NARA Job N1-49-96-1, 21/31b.
32	MOTION PICTURE RECORD COPIES - BLM MISSION-RELATED [1120]. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: All. Exclusions: Motion pictures from outside sources (items 9-12), reference copies of mission-related motion pictures (item 13).		
	a.	The BLM-Sponsored Motion Pictures. The BLM-sponsored informational, educational, and recruiting films intended for public distribution; the BLM-sponsored television news releases and information reports; the BLM-sponsored television public service or spot announcements; the BLM-sponsored training films that explain the BLM functions or activities intended for internal or external distribution; documentary footage shot for research and development, fact finding, or other studies; and films produced under contract or grant that are submitted to the BLM.	PERMANENT. Cutoff EOFY in which original no longer needed for duplication purposes. Transfer 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 to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers 1986-88 block in 1992). NARA Job NC1-49-85-2, 21/20.
	b.	Acquired Motion Pictures. Films acquired from outside sources that document or are used to carry out the BLM programs (other than those acquired for personnel and management training).	PERMANENT. Cutoff EOFY in which no longer needed for administrative purposes. Transfer two projection prints or one projection print and a video recording to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers 1986-88 block in 1992). NARA Job NC1-49-85-2, 21/20.

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	<p>c. Unedited Footage. Created during the course of a BLM-sponsored production that shows unstaged and unrehearsed events of historical interest.</p>	<p>PERMANENT. Cutoff EOFY in which original is no longer needed for duplication purposes. Transfer the original negative or color original, work print, and an intermediate master positive or duplicate negative, if one exists, appropriately arranged, labeled, and described to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers the 1986-88 block in 1992). NARA Job NC1-49-85-2, 21/20.</p>
33	<p>VIDEO RECORDING RECORD COPIES - BLM MISSION-RELATED [1120]. Consists of the BLM-sponsored informational, educational, and recruiting productions intended for public distribution; the BLM-sponsored television news releases or information reports; the BLM-sponsored television public service or spot announcements; the BLM-sponsored training programs that explain the BLM functions or activities intended for internal or external distribution (other than personnel and administrative training program); internal management news or information programs issued by the BLM officials for the BLM-wide distribution; recordings of public meetings or speeches, BLM-sponsored conferences, guests speakers, and testimony of BLM officials before Congress and at other hearings; programs produced under grant that are submitted to the BLM; programs acquired from outside sources that document or are used to carry out BLM programs (other than those relating to personnel training); media appearances by top BLM officials; documentary recordings shot for research and development, fact finding, or other studies. Authority: 5 USC 552. Confidentiality: Mixed public and nonpublic records. Location: WO, Centers, SO. Exclusions: Videos from outside sources (items 14-20), reference copies of mission-related videos (item 21).</p>	<p>PERMANENT. Cutoff EOFY in which original no longer needed for duplication purposes. Transfer original or earliest generation of recording and a dubbing to FRC 1 year after cutoff. FRC transfers to NARA in 3-year blocks when most recent records are 3 years old (e.g., FRC transfers 1986-88 block in 1992). NARA Job NC1-49-85-2, 21/36.</p>