

## GENERAL RECORDS SCHEDULE 21

### Audiovisual Records

This schedule covers audiovisual and related records created by or for agencies of the Federal Government 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 Standard Form (SF) 115, Request for Records Disposition Authority, 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 files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover: (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, or (3) microform copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by GRS 17; temporary computerized data are covered by GRS 20 and GRS 23; and microform 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).

This schedule does not include descriptions of permanent or potentially permanent records. 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" and NARA records management regulations at 36 CFR 1228.184, Audiovisual Records.

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."

This General Records Schedule authorizes the disposal of certain records without further concurrence from NARA. Agencies are encouraged to include specific series descriptions for such records in their comprehensive schedules while citing the applicable disposition instruction from this General Records Schedule as the authority for destroying the records.

#### STILL PHOTOGRAPHY

1. Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency.

Destroy when 1 year old.

2. Personnel Identification or Passport Photographs.

Destroy when 5 years old or when superseded or obsolete, whichever is

later.

3. Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not Reflect the Mission of the Agency.

Destroy 1 year after completion of training program.

4. Reserved.

#### GRAPHIC ARTS

5. Viewgraphs.

Destroy 1 year after use.

6. Routine Artwork for Handbills, Flyers, Posters, Letterhead, and other Graphics.

Destroy when no longer needed for publication or reprinting.

7. Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction.

Destroy when no longer needed for publication or reprinting.

8. Line Copies of Graphs and Charts.

Destroy when no longer needed for publication or reprinting.

#### MOTION PICTURES

9. Films Acquired from Outside Sources for Personnel and Management Training.

Destroy 1 year after completion of training program.

10. Reserved.

11. Routine Surveillance Footage.

Destroy when 6 months old.

12. Routine Scientific, Medical, or Engineering Footage.

Destroy when 2 years old.

13. Reserved.

#### VIDEO RECORDINGS

14. Programs Acquired from Outside Sources for Personnel and Management Training.

Destroy 1 year after completion of training program.

15. Reserved.

16. Rehearsal or Practice Tapes.

Destroy immediately.

17. 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.)

Destroy 1 year after completion of training program.

18. Routine Surveillance Recordings.

Destroy when 6 months old.

19. Routine Scientific, Medical, or Engineering Recordings.

Destroy when 2 years old.

20. Recordings that Document Routine Meetings and Award Presentations.

Destroy when 2 years old.

21. Reserved.

#### AUDIO (SOUND) RECORDINGS

22. Recordings of Meetings Made Exclusively for Note Taking or Transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions. [See note after this item.]

Destroy immediately after use.

[NOTE: Recordings of Presidential and other executive commissions are not covered by the GRS. Such records are usually appraised as permanent, and they must be described on an SF 115 submitted to NARA for final disposition approval.]

23. Dictation Belts or Tapes.

Destroy immediately after use.

24. Premix Sound Elements Created During the Course of a Motion Picture, Television, or Radio Production.

Destroy immediately after use.

25. Reserved.

26. Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis.

Destroy when 6 months old.

27. Reserved.

RELATED DOCUMENTATION

28. Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Temporary Audiovisual Records.

Dispose of according to the instructions covering the related audiovisual records.

29. Finding Aids for Identification, Retrieval, or Use of Temporary Audiovisual Records.

Dispose of according to the instructions covering the related audiovisual records.