

AUDIOVISUAL

This category includes all audiovisual materials (films, slides, arts and graphics) created within APHIS program and administrative offices including copies of those materials filed with the Department.

EXCEPT: Audiovisual materials properly part of a case file (for example as in MAR, PIV, and TRN), file with the related case file in the appropriate primary subject.

Alternate Method of Filing: Offices having small quantities of audiovisual materials may file the materials under the appropriate primary in a separate folder directly behind the primary subject folder. Use the retention in this primary.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

AV AUDIO-VISUAL

General material and correspondence relating to audiovisuals too broad in scope to be filed under one of the specific subjects listed below.

(item 27a)

Originating office:

Destroy when 3 years old.

(item 27b)

All other offices:

Destroy when 3 years old.

AV 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

(item 28a)

Originating office:

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

(item 28b)

All other offices:

Destroy when superseded or obsolete.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.

*** Retention Period ***

AV 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under AV 6 PROJECTS.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one time reports as needed.

b. Agency copy of above reports.

c. All other reports.

(item 29a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 29b)

All other offices:

Destroy when no longer needed for reference but no longer than 3 years.

(item 30a)

Originating office:

Destroy when superseded or obsolete.

(item 30b)

All other offices:

Destroy when 2 years old.

(item 31a)

Originating office:

Destroy when 2 years old.

(item 31b)

All other offices:

Destroy when 2 years old.

AV 2-1 Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

(item 3028a)

Originating office:

Destroy when 2 years old.
+[(**Disp. Auth. GRS-23-1**)]+

(item 3028b)

All other offices:

Destroy when 2 years old.
+[(**Disp. Auth. GRS-23-1**)]+

*** Retention Period ***

AV 3 COMMITTEES, MEETINGS

Committees and meetings relating to program functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(item 33a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS 16-8-a)]+

(item 33b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS 16-8-a)]+

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of AV, such as: advisory organizations or interagency committees. Includes committees chaired by AV representatives or records maintained by AV representatives on committees to carry out responsibility of assignments.

(item 34a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 34b)

All other offices:

Destroy when 2 years old.

AV 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

(item 35a)

Originating office:

Destroy when 1 year old.

(item 35b)

All other offices:

Destroy when 1 year old.

*** Retention Period ***

AV 4 MULTI-IMAGE AND SOUND COLLECTIONS

General material relating to management and maintenance of multi-image and sound collections, including motion pictures, audio recordings, video recordings, filmstrips, and slide sets.

(item 36a)

Originating office:

Destroy when 3 years old.

(item 36b)

All other offices:

Destroy when 3 years old.

AV 4-1 Motion Pictures

Motion picture films produced or acquired by APHIS.

a. Substantive motion picture films used to promote, carry on, or document significant Agency program responsibilities; thereby constituting evidence of the organization, functions, policy, development, decisions, procedures, and activities of the Agency.

(item 37a)

Originating office:

N/A

(item 37b)

All other offices:

Destroy when canceled or superseded.

1. Films filed with the Department.

(item 38a)

Originating office:

PERMANENT. Transfer to National Archives and Records Administration (NARA) when obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.

2. Films not filed with the Department. Includes the original negative or color original plus optical sound track, and the intermediate master positive or duplicate negative plus optical sound track, and a sound track projection print. Also includes finding aids such as data sheets, shots lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records.

(item 38b)

All other offices:

Not applicable.

*** Retention Period ***

AV 4-1 *(continued)*

Duplicate copies.

(item 39a)

Originating office:

Destroy when obsolete
or when 5 years old,
whichever occurs first.

(item 39b)

All other offices:

Destroy when obsolete or
when 5 years old,
whichever occurs first.

(item 40a)

Originating office:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

(item 40b)

All other offices:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

(item 41a)

Originating office:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

(item 41b)

All other offices:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

b. Films having limited use or interest such as productions whose subject matter is transitory; or which promote, document, or carry on Agency administrative or program responsibilities not considered significant; or of a purely local nature.

c. Audio recordings of inferior technical quality.

*** Retention Period ***

AV 4-2 Audio Recordings

a. Audio recordings used to promote, conduct, or document substantive or significant Agency procedures, activities, program responsibilities, and developments. Includes the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording or the original tape for each magnetic audio tape recording. Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of audiovisual records.

(item 42a)

Originating office:

PERMANENT. Transfer to NARA when the media is obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.

(item 42b)

All other offices:

Not applicable.

Duplicate copies.

(item 43a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 43b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

b. Audio recordings having limited use or interest such as recordings whose subject matter is transitory; or which promote, document, or carry on Agency administrative or program responsibilities not considered significant; or of a purely local nature.

(item 44a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 44b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

*** Retention Period ***

AV 4-2 *(continued)*

c. Audio recordings of inferior technical quality.

(item 45a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 45b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

AV 4-3 Video Recordings

Video recordings including recordings considered substantive and those considered routine or non-substantive.

a. Video recordings used to promote, conduct, or document substantive or significant Agency procedures, activities, program responsibilities, and developments. Includes the original recording (or a kinescope of recording).

Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records.

(item 46a)

Originating office:

PERMANENT. Transfer to NARA when obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.

(item 46b)

All other offices:

Not applicable.

*** Retention Period ***

AV 4-3 *(continued)*

Duplicate copies.

(item 47a)

Originating office:

Destroy when obsolete
or when 5 years old,
whichever occurs first.

(item 47b)

All other offices:

Destroy when obsolete
or when 5 years old,
whichever occurs first.

b. Video recordings having limited use or interest such as recordings whose subject matter is transitory; or which promote, document, or carry on Agency administrative or program responsibilities not considered significant; or of a purely local nature.

(item 48a)

Originating office:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

(item 48b)

All other offices:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

c. Video recordings of inferior technical quality.

(item 49a)

Originating office:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

(item 49b)

All other offices:

Destroy when obsolete or
when 5 years old, whichever
occurs first.

*** Retention Period ***

AV 4-4 Filmstrips and Slide Sets

Filmstrips and slide sets, and related audio recordings.

a. Film strips and slide sets used to depict substantive Agency activities, procedures, responsibilities, and developments; and significant personalities, events, and conditions. Includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records.

(item 50a)

Originating office:

PERMANENT. Transfer to NARA when obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.

(item 50b)

All other offices:

Not applicable.

Duplicate copies.

(item 51a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 51b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

b. Filmstrips and slide sets, including related audio recordings, having limited use or interest such as those whose subject matter is transitory, or which are of a purely local nature, or which are not directly related to Agency operations and responsibilities.

(item 52a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 52b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

*** Retention Period ***

AV 4-4 *(continued)*

c. Filmstrips and slide sets of inferior technical quality.

(item 53a)

Originating office:

Destroy when obsolete
or when 5 years old,
whichever occurs first.

(item 53b)

All other offices:

Destroy when obsolete
or when 5 years old,
whichever occurs first.

AV 5 SINGLE-IMAGE COLLECTIONS

General material relating to management and maintenance
of single-image collections of audiovisuals, including still
photographs and arts and graphics.

(item 54a)

Originating office:

Destroy when 3 years old.

(item 54b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

AV 5-1 Still Photographs

Still photograph prints and negatives.

EXCEPT: Still photograph negatives used in slide sets.

a. Still photographs depicting substantive Agency activities, procedures, program responsibilities, and developments; and significant personalities, events, and conditions. Includes original negative and a captioned print or its equivalent for each black and white image and the original color transparency or color negative or its equivalent, and an inter-negative if one exists for each color image. Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records.

Duplicate copies.

(item 55a)

Originating office:

PERMANENT. Transfer to NARA when obsolete or when 5 years old, whichever occurs first. If not accepted by NARA, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.

(item 55b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 56a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 56b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

*** Retention Period ***

AV 5-1 *(continued)*

b. Still photographs having limited use or interest such as those whose subject matter is transitory or is of a purely local interest in nature, as well as photographs of subjects and activities not directly related to Agency operations and responsibilities.

(item 57a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 57b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

c. Still photographs which are technically or photographically inferior.

(item 58a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 58b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

*** Retention Period ***

AV 5-2 Arts and Graphics

Includes posters, original art work, etc.

a. Posters, original art work, etc., depicting substantive Agency activities, procedures, program responsibilities and development; and significant personalities, events, and conditions. Includes the original and a reference print. Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records.

Duplicate copies.

(item 59a)

Originating office:

PERMANENT. Offer to NARA when obsolete or when 5 years old, whichever occurs first. If not accepted by NARA, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.

(item 59b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 60a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 60b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

*** Retention Period ***

AV 5-2 *(continued)*

b. Posters, original art work, etc., having limited use or interest such as those arts and graphics whose subject matter is transitory, or is of a purely local interest in nature, as well as posters, original art work, etc., of subjects and activities not directly related to Agency operations and responsibilities.

(item 61a)

Originating office:

Destroy when obsolete or when 5 years old, whichever occurs first.

(item 61b)

All other offices:

Destroy when obsolete or when 5 years old, whichever occurs first.

AV 6 PROJECTS

General material on projects.

(item 62a)

Originating office:

Destroy when 3 years old.

(item 62b)

All other offices:

Destroy when 2 years old.

Reference material.

(item 63a)

Originating office:

Destroy when superseded or obsolete.

(item 63b)

All other offices:

Destroy when superseded or obsolete.

Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span on project, as: AV 6 PROJECTS NO. 00, Updating of PPQ Motion Pictures FY 77.

(item 64a)

Originating office:

Destroy 5 years after completion of project.

(item 64b)

All other offices:

Destroy when 2 years old.

NOTE: This item does not include AV case file. See AV 7.

*** Retention Period ***

AV 6 *(continued)*

Proposed projects.

NOTE: When a proposed project is approved, remove and file with project case files.

(item 66a)

Originating office:

Destroy when 5 years old, if no further action is taken.

(item 66b)

All other offices:

Destroy when 2 years old.

Work papers and draft reports of project.

(item 67a)

Originating office:

Destroy 3 years after completion of project and final report.

(item 67b)

All other offices:

Destroy when 2 years old.

AV 7 AUDIOVISUAL CASE FILES

Case file correspondence and other material produced or acquired by APHIS including approvals, justifications, clearances, film requirements, contracts, scripts, transcripts, releases, and other records relating to the origin, acquisition, and ownership of the audiovisual media. Subdivide as necessary.

(item 68a)

Originating office:

PERMANENT. Transfer to NARA with related audio-visual. If not accepted, destroy with related audiovisual.

(item 68b)

All other offices:

N/A