

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 21**

Audiovisual Records

This schedule covers audiovisual and related records created by or for agencies of the District of Columbia government as well as those acquired in the course of business. Audiovisual records that may have continuing legal, administrative, and research value are chiefly of two kinds:

- (1) Those created, acquired, used or distributed by District agencies for informational purposes; and
- (2) Those created in conjunction with the transaction of agency business or resulting from agency program responsibilities which constitute evidence of the organization, functions, policy development, decisions, procedures, operation or other activities of the government.

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

This schedule does not include cartographic materials, architectural plans, microforms, or aerial photography. These materials are covered in DCGRS 17 and DCGRS 22.

Audiovisual records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on February 15, 1989. It replaces DCGRS 21 which was previously approved on December 18, 1986.

STILL PHOTOGRAPHY

Record Elements

- (a) Black-and-white and color negative photography: the original negative, a captioned print, and, for color negative photography, a duplicate negative if one exists;
- (b) Color transparency and slide photography: the original and a duplicate;
- (c) Slide sets or filmstrips and accompanying audio recordings or scripts: 2 copies.

| ITEM | DESCRIPTION | AUTHORIZED DISPOSTION |
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| 1. | Still Pictures and Photographs. Included are photographs and negatives which provide documentation of the organization, functions, policies, procedures, and essential transactions of an agency; or those which contain information that is unique in substance or manner of presentation and unavailable in another form; or that document events or phenomena which are significant. | PERMANENT. Break file every 5 years. Offer to the D.C. Archives when 10 years old. |
| 2. | Other Photographs. Photographs of routine award ceremonies, social events, and activities that are transitory in nature, of limited interest, or not directly related to significant agency operations. | Destroy when no longer needed. |
| 3. | Personnel Identification or Passport Photographs. | Destroy when no longer needed |
| 4. | Internal personnel and administrative training filmstrips and slides. Included are records of programs that do not reflect the mission of the agency. | Destroy when no longer needed. |
| 5. | Official Portraits. Official portraits of senior agency officials. | PERMANENT. Break file every 5 years. Offer to D.C. Archives when 10 years old. |
| 6. | Case File Photographs. Photographs included as part of a project file, report, or similar type of record. | Dispose of according to the approved disposition instructions applicable to the related case files. |

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| ITEM | DESCRIPTION | AUTHORIZED DISPOSITION |
|------|---|--|
| 7. | All Other Still Photographs. Included are those photographs not identified in Items 1-6. | Submit request for disposition authority to D.C. Archives. |
| 8. | All Color Negative, Large Format or 35mm Transparencies Included are those records not identified in Items 1-6. | Submit request for disposition authority to D.C. Archives |
| 9. | All Slide or Filmstrip Programs Included are those records not identified in Items 1-6. | Submit request for disposition authority to D.C. Archives. |

GRAPHIC ARTS

Record Elements

- (a) Posters: 2 copies.
 - (b) Original art: original and a photographic copy, if one exists.
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| 10. | Viewgraphs, Overhead Transparencies, or other Presentation Graphics Materials. | Destroy one year after use or when no longer needed. |
| 11. | Routine Art Work. Included is artwork for handbills, flyers, posters, letterhead, and other graphics. | Destroy one year after final publication or when no longer needed. |
| 12. | Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates. | Destroy when no longer needed. |
| 13. | Line Copies of Graphs and Charts. | Destroy one year after final production or when no longer needed. |
| 14. | Posters. Included are poster distributed agency-wide or to the public. | Submit request for disposition authority to D.C. Archives. |

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ITEM DESCRIPTION AUTHORIZED DISPOSITION

15. Original Art Work.

Included are works of art of unusual or outstanding quality, or work commissioned by the agency.

Submit request for disposition authority to D.C. Archives.

MOTION PICTURES

Record Elements

- (a) 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 video recording.
- (b) Acquired films: two projection prints or one projection print and a video recording;
- (c) Unedited footage: the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.

16. Films and Motion Pictures.

Included are films that document significant agency activities, personalities, procedures, and program responsibilities.

PERMANENT. Offer to D.C. Archives when no longer needed.

17. Other Films.

Films of routine award ceremonies, social events, and other activities that are transitory in nature, of limited interest, or not directly related to significant agency operations.

Destroy when no longer needed.

18. Films Acquired from Outside Sources.

Included are all films for personnel and management training programs.

Destroy when no longer needed.

19. Other Films Acquired from Outside Sources.

Included are outside films that document or are used to carry out agency programs.

Submit request for disposition authority to D.C. Archives.

20. Agency-sponsored Television News Releases and Information Reports.

PERMANENT. Offer to D.C. Archives when no longer needed.

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| ITEM | DESCRIPTION | AUTHORIZED DISPOSITION |
|------|---|--|
| 21. | Agency-sponsored Television Public Service Announcements. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 22. | Agency-sponsored Films. Films which are intended for public distribution, including informational, educational, and recruiting films. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 23. | Documentary Footage. Included are films shot for research and development, fact-finding or other studies. | Submit request for disposition authority to D.C. Archives. |
| 24. | Stock Footage, Outtakes and Trims. All film footage created during an agency-sponsored production. | Destroy when no longer needed. |

VIDEO RECORDINGS

Record Elements

The original or earliest generation of videotape or laser disc recordings, and a dubbing if one exists.

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| 25. | Video Recordings and Films. Recordings which document significant agency activities, personalities, procedures, and programmatic responsibilities. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 26. | Other Video Recordings and Films. Recordings of routine award ceremonies, social events, routine meetings, and other activities that are of a transitory nature or are not directly related to significant agency operations. | Destroy when no longer needed. |
| 27. | Films Acquired from Outside Sources. Included are videotapes used for personnel and management training. | Destroy after completion of training program. |
| 28. | Internal Personnel and Administrative Training Programs. Included are videotapes that do not reflect the mission of the agency, "role-play" sessions, and management and supervisory instruction, etc. | Destroy after completion of training program. |

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| ITEM | DESCRIPTION | AUTHORIZED DISPOSITION |
|------|---|--|
| 29. | Agency-sponsored Video Productions. Included are all productions intended for public distribution. These include informational, educational, and recruiting productions. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 30. | Agency-sponsored Television News Releases or Information Reports. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 31. | Agency-sponsored Television Public Service Announcements. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 32. | Recordings of Public Meetings. Included are all meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of agency officials before Congress, the City Council, or other hearings. | Submit request for disposition authority to D.C. Archives. |
| 33. | Programs Acquired from Outside Sources. Included are programs that document or are used to carry out agency programs. | Submit request for disposition authority to D.C. Archives. |
| 34. | Media Appearances by Senior Agency Officials. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 35. | Documentary Programs. Included are programs shot for research and development, fact-finding, or other studies. | Submit request for disposition authority to D.C. Archives. |
| 36. | Stock Footage, Outtakes and Trims. Included are all footage taken during an agency-sponsored production. | Destroy when no longer needed. |

SOUND RECORDINGS

Record Elements

- (a) Conventional mass-produced, multiple copy disc recordings: the master tape, matrix or stamper, and one disc pressing.
- (b) Magnetic audiotape recordings (reel-to-reel, cassette or cartridge, laser disc, or compact disc): the original or earliest generation of each recording, and a dubbing, if one exists.

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| ITEM | DESCRIPTION | AUTHORIZED DISPOSITION |
|------|--|--|
| 37. | Recordings of Public Meetings. Included are all meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of officials before Congress, the City Council, and at other hearings. | Submit request for disposition authority to D.C. Archives. |
| 38. | Recordings of Meetings Made Solely for Note-taking or Transcription. | Destroy immediately after use. |
| 39. | Dictation Belts or Tapes. | Destroy immediately after use. |
| 40. | Media Appearances by Senior Officials. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 41. | Oral History Collections. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 42. | Agency-sponsored Radio Programs. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 43. | Agency-sponsored Radio News Releases and Information Reports. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 44. | Agency-sponsored Radio Public Service Announcements. | PERMANENT. Offer to D.C. Archives when no longer needed. |
| 45. | Recordings Acquired from Outside Sources. Included are all sound recordings used for personnel and management training. | Destroy after completion of training. |
| 46. | Recordings Acquired from Outside Sources. Included are all sound recordings which document or are used to carry out agency programs. | Submit request for disposition authority to D.C. Archives. |
| 47. | Documentary Recordings. Included are recordings made for fact-finding or other studies. | Submit request for disposition authority to D.C. Archives. |

RELATED DOCUMENTATION

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| 48. | Production Files. Included are all project or similar files that document origin, development, acquisition use, and ownership. This may include scripts, transcripts, releases, copyright information, etc. | Dispose of according to instructions covering the related records. |
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ITEM DESCRIPTION

AUTHORIZED DISPOSITION

49. Finding Aids, Indexes, etc.

Included are all records used for identification, retrieval, and use. These may be indexes, catalogs, log books, or caption sheets, etc.

Dispose of according to instructions covering the related records.