

SERIES INVENTORY FORM FOR AUDIOVISUAL RECORDS

(Prepare One Form for Each Series)

SERIES: A group of still photographs, motion pictures, sound recordings, video recordings, or combinations of these media in multimedia productions, that is arranged under a single filing or numbering system, or that relates to a particular subject, or that is produced or acquired by the same unit/activity.

/Completing the Series Inventory Form/

1. Enter your name, organization unit, and telephone number.
2. Include building and room number. If original material (e.g., motion picture preprint, master tapes, still negatives, etc.) is not in the same place, where is it?
3. Which unit created these records?
4. Include the following in the description:
 - a. Format (4x5, 16mm, 1/2 inch) and Generation.
 - b. Subject Matter covered in the series. (e.g., testimony of the Secretary before Congressional committees; maneuvers and combat operations; projects undertaken with grants administered by the Agency; drainage and irrigation projects conducted by the Service, etc.)
 - c. Purpose served by the series, (e.g., public relations, internal training, raw data for engineering evaluation, documentation of Agency history, etc.)
 - d. Finding Aids such as data sheets, shot lists, continuities, review sheets, catalogs, indices or caption lists. If they exist, where are they?
 - e. Related Documentation. Do case files or similar files exist that include production contracts, scripts or other documents concerning the origin, acquisition, release and ownership of these records? Where?
5. What is the date span of the series?
6. What is the internal arrangement of the series (e.g., alphabetically by surname, subject or State; chronologically; numerically; etc.)?
7. What is the volume of the series? (See conversion table on obverse.)
8. Are there restrictions on access to or release of items in the series? If so, what statute, exemption to the FOIA or regulation authorizes this restriction? Are any items copyrighted?
9. How many cubic feet (or, if negligible, items) were added to this series last year?
10. How many requests for copies does your unit handle in a month? Who requests the copies and for what purposes? (e.g., Engineering Division for analysis of experiments; Agency newsletter for publication; Training Division for slide-tape shows; broadcasters for commercial television programs; private publishers for magazine publication; the general public; etc.)
11. Has the series been broken at regular intervals into parts on the basis of a cut-off date or end of a program activity so that earlier parts can be retired without disturbing the remainder of the series? When was the latest break? If not broken, how have the inactive records been removed?
12. Have parts of the series been retired regularly to agency storage areas or to a Federal Records Center (FRC)? How often? If parts of the series have been retired to an FRC, attach copies of the SF-135's.
13. Which item of your agency's Records Disposition Schedule applies to this series? If none applies, what happens to the items your unit no longer needs?
14. How long does your unit need to keep those items added to the series last year in order to respond to internal agency requests?
15. Any comments. What other units in your organization hold, produce or contract for audiovisual material?

SERIES INVENTORY FORM FOR AUDIOVISUAL RECORDS (see instructions on back)	1. Prepared by	Org.	Phone No.
	2. Series Location		
3. Creating Office			
4. Series Description			

5. Dates	6. Arrangement	7. Volume
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8. Restrictions	9. Rate of Accumulation per year <input type="checkbox"/> Cubic Feet <input type="checkbox"/> Items
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10. Nature and Frequency of Use

11. File Break, Date of Break.

Yes No

If no, explain.

12. Retire Regularly <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Present Disposition
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14. Recommendations for Disposition

15. Comments

CONVERSION TABLE

STILL PICTURES

Negatives
 2300 35mm 6 exposure strips = 1 cubic foot
 8640 2 x 2 inch mounted slides = 1 cubic foot
 2184 4 x 5 inch film sheets = 1 cubic foot
 5960 2 1/4 x 3 1/4 inch film sheets = 1 cubic foot

Prints

2350 8- by 10 inch glossies or contact sheets = 1 cubic foot
 9400 4- by 5 inch glossies = 1 cubic foot

MOTION PICTURES

Six 35 mm reels (1000 feet) = 1 cubic foot
 11 16mm reels (1200 feet) = 1 cubic foot
 15 16mm reels (800 feet) = 1 cubic foot
 32 16mm reels (400 feet) = 1 cubic foot

SOUND RECORDINGS

76 16 inch disc recordings = 1 cubic foot
 144 12 inch disc recordings = 1 cubic foot
 48 7 inch audiotape reels = 1 cubic foot
 16 10 inch audiotape reels = 1 cubic foot

VIDEO RECORDINGS

Ten 3/4 inch cassettes = 1 cubic foot
 Three 2 inch reels = 1 cubic foot
 Nine 1 inch reels = 1 cubic foot
 43 1/2 inch reels = 1 cubic foot

AUDIOVISUAL RECORDS SURVEY PLAN

July 22, 1982

08:06

Developed by



**Audiovisual Records Program Manager
Records Systems Branch
Records Management Division
Office of Information Services
(RSB/RMD/OIS)**

**for
Office of Information Services**

UNCLASSIFIED DRAFT

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AUDIOVISUAL RECORDS SURVEY PLAN

Definitions

Audiovisual records. Audiovisual records include program and information motion pictures, still pictures, sound recordings, video recordings and related documentation.

Audiovisual records management. Audiovisual records management includes the management of audiovisual records and related records that document the creation and/or acquisition of audiovisual records and that were created for or used in the retrieval of information about or from audiovisual records.

Purpose

The purpose of an Audiovisual Records Survey, simply stated, is to find out how we handle this type of record in the Central Intelligence Agency (CIA). No one really has the big picture of how we store and retrieve audiovisual records in the CIA and who is responsible for making audiovisual record handling decisions. This is what we hope to gain from an Audiovisual Records Survey--the big picture of what systems we have now and how they operate.

Approach

Our Audiovisual Records Survey will consist of four principal phases. These phases are **Planning, Data Collection, Analysis and Reporting**. If the Survey Report recommends changes to the existing systems the Survey will be followed by implementing and following-up on these recommendations. This plan documents the first phase of the Survey, **Planning**.

The preliminary survey of CIA components, which we completed in January 1981, has given us the data we needed to plan a full audiovisual records survey. An audiovisual records survey is a standard records management activity. It is conducted to determine the location, volume, the frequency of use, and the types of audiovisual records that currently exist. Our Survey will include every type of audiovisual record within the components of CIA. The file cabinets, safes, and vault storage areas that house CIA audiovisual records will also be inventoried.

During the Survey we will also seek information concerning audiovisual record procedures and directives in order to give us an understanding how audiovisual records are handled in all components of CIA. An understanding of how records flow in one component may relate to or affect another.

We need to consider both quantity and quality in this Survey, not only to establish what is currently happening in CIA, but to look to the future needs

of CIA as well. Quantity in cubic feet merely tells us just that, qualitative elaborates more on the procedures and work flow. All of these aspects will be pursued equally to ensure that we get the most out of our Survey.

Data Collection

A physical survey of each component will be conducted through personal interviews by the component RMO. Since technical records management terms cannot be completely avoided in describing how a records survey is conducted, a glossary of terms is included as an appendix to this plan. Some of these terms are used in the plan and are in bold type where they appear; others will be used during the Data Collection, Analysis and Reporting phases.¹

One form will be used to record data during the interviews. Form 138, Records Survey Work Sheet, will be used to record survey data. The RMO will work closely with the operating personnel who are responsible for the records in their areas in order to record the necessary data about each **audiovisual record series**.

The component RMO will contact each office to set up an introductory meeting with the component manager. The purpose of this meeting will be to explain the Audiovisual Records Survey and discuss how it should be conducted in their area. During this meeting the RMO will ask the manager to provide the following assistance for the Survey:

Appoint a representative who possesses an indepth knowledge of the office procedures to provide the data outlined in the **Data Collection** section of the Plan.

Have the component representative, or **records custodian**, provide an up-to-date index of current audiovisual files and describe in an interview how the component's filing system works.

Each introductory meeting will be held well in advance of the start of the physical survey in the component to give the participants ample time to prepare for the Survey.

During the physical surveys, the RMO will gather the following data:

Date: The date the inventory or survey is made.

Directorate, Office, Division, Branch, and Section maintaining the files.

Location of Files: Room number and Building.

Custodian: Enter name of person responsible for the files.

¹ Disposition of Federal Records, 1978, **Records Management Handbook** pp. 60-64

Description: Enter Records Schedule and item number. If new or non-scheduled series give description of type and use of records in the file. *to organizing*

Arrangement of Records Series: Alphabetic by subject, numerical by case number, chronological, hierarchical, etc.

Dates: Enter years only of oldest and most recent documents in the file.

Size: Check appropriate box and enter linear feet of records. (reference table to convert linear to cubic feet of various records.) (Measurements should be as simple as possible; figures rounded to the nearest half-foot are adequate.)

Equipment: Check appropriate box or enter under Other and describe in Remarks.

Remarks: Use for safe numbers, details about equipment, or other notes and explanatory information.

In addition to completing the Form 138 during the interviews, the RMO will develop flow charts from the procedural information gathered to supplement narrative comments concerning records flow in the component. This data will be used during the Analysis Phase to determine what is done and who is doing it.

Schedule for Data Collection

The proposed milestones for Data Collection, for this project, are:

August-September 82: Management review and decision by the Director OIS to proceed with the Survey.

October 82-April 83: Component RMO's will collect Survey data.

May 83: Component RMO's will organize data and forward with comments. to Program Manager.

Analysis

General appraisal criteria in determining the value of CIA audiovisual record holdings is provided in the following paragraphs. Once the Data Collection Phase has been completed, the Program Manager will begin the Analysis Phase, calling on systems analysts and records experts as needed. The Analysis will concentrate on answering the following questions:

Which components in CIA have primary responsibility for making policy, procedural or organizational decisions regarding **audiovisual records**? *2*

Which audiovisual **record series** are essential to reflect these decisions in each component?

Are these decisions reflected in central **correspondence** files in each component?

Which audiovisual records have enduring or **permanent value**--which have extended but **temporary value** in each component?

Which audiovisual records have **administrative, legal, fiscal, or historical value** in each component?

Report Phase

The final step in the Audiovisual Records Survey will be a report containing the Survey's findings and the recommendations of the RMO's and the Program Manager for improving CIA audiovisual records management. If the findings suggest major improvements are needed the Report will contain a proposed plan for implementing these improvements. The report will be given to the Director of OIS for approval.

APPENDIX A. GLOSSARY OF TERMS

Administrative Value. In appraisal, the usefulness of records to the originating or succeeding agency in the conduct of current business.

Appraisal. The process of determining the value and thus the disposition of records based upon their administrative and other uses, their evidential and informational or research value, their arrangement, and their relationship to other records.

Arrangement. The process and results of organizing archives, records, and manuscripts in accordance with accepted archival principles.

Audiovisual Records/Archives. Program and information motion pictures, still pictures, sound recordings, video recordings, and related documentation.

Cartographic Records/Archives. Records and archival material containing aerial photographs, maps, and related textual documentation.

Case File. A folder or other file unit containing material relating to a specific action, event, person, place, project, or other subject. Sometimes referred to as a project file or a transaction file. Also a collection of such folders or other file units.

Central Files. The file of several offices or organizational units physically and/or functionally centralized and supervised in one location.

Comprehensive Records Control Schedule. A document describing all records of an agency or institution, specifying records to be preserved as having archival value and authorizing, on a continuing basis, the disposition of specified recurring series of records.

Convenience File. Extra copies of records, personal papers, or publications maintained for ease of access and reference. Sometimes known as personal file.

Correspondence. Letters, postcards, memorandums, notes, telecommunications, and any other form of addressed, written communications sent and received.

Copy. A reproduction of the contents of an original document, prepared simultaneously or separately, usually identified by function or by method of creation. Copies identified by function may include action copy, information or reference copy, official copy, and tickler copy. Copies identified by method of creation include carbon, mimeograph copy, ribbon copy, and electrostatic copy.

Description. The process of establishing control over holdings through the preparation of finding aids.

Disposition. The actions taken with regard to records following their appraisal. The actions include transfer to a records center for temporary

storage, transfer to an archival agency, donation to an eligible repository, image reproduction, or destruction. The term includes but is not synonymous with disposal.

Disposition Program. Practices designed to achieve efficient and economical disposition of records. The program involves developing standards, procedures, and techniques for managing the longevity of records. Includes controls over office filing equipment, scheduling records for disposition and administering their storage, documenting agency benefits accruing from the program, and undertaking surveys and audits of disposal operations.

Disposition Schedule. A document governing, on a continuing basis, the mandatory disposition of recurring records series of an organization or agency. Also known as a records schedule, or records retention schedule.

Disposition Standard. The time period for the cutoff, transfer to a records center, destruction, or transfer to National Archives.

Document. (1) Recorded information regardless of medium or characteristics. Frequently used interchangeably with record. (2) A single record or manuscript item.

Evidential Value. The value of agency records, which provide documentation of its organization and functioning.

Historical Value. The usefulness of records for historical research concerning the agency of origin or for information about persons, places, events, or things.

Informational Value. The value of records that derive from the information they contain on matters with which public agencies deal, rather than from the information that is in such records on the agencies themselves.

Inventory. A survey of records series prior to the development of schedules. Generally includes data such as series titles, inclusive dates, use, quantity, arrangement, duplication, and other pertinent information. An inventory that is an archival finding aid may include a history of the organization and functions of the agency, folder headings, and other detailed data to facilitate research.

Maps and Charts. Graphic representation at a reduced scale of selected physical and cultural features of the surface of the earth and other planetary bodies. These may include topographical quadrangles, cadastral plans, charts (hydrographic, nautical, weather, and aeronautical), photomaps, cartograms, globes, and relief models.

Negative Film. Film in which the image of the dark portions of the original appear light and the light portions appear dark. The master copy from which positive copies can be made.

Noncurrent Records. Records that are no longer required in the conduct of current business and therefore can be accessioned by an archival repository or destroyed.

Nonrecord Material. Material not usually included within the definition of records, such as unofficial copies of documents that are kept only for convenience or reference, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition.

Photographic Records/Archives. Records or archives that take the form of pictures or photographs, sometimes with related textual records.

Positive Film. (1) Film in which the image of the dark portions of the subject appear dark and the light portions appear light. (2) Film used for making contact prints, usually blue-sensitive only.

Records. All recorded information, regardless of media or physical characteristics, made or received and maintained by an organization or institution in pursuance of its legal obligations or in the transaction of its business.

Records Disposition Officer. The agency official responsible for operation of an agencywide records disposition program.

Records Management. That area of general administrative management concerned with achieving economy and efficiency in the creation, use and maintenance, and disposition of records.

Research Value. The usefulness of records for research by the Government, business and other private organizations, and by scholars in the humanities, social and physical sciences, administration, and other disciplines.

Sampling. Selection for retention of part of a body of similar records to serve as as representation of the whole body.

Series. File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Sometimes known as a record series.

Unscheduled Records. Records for which no ultimate disposition has been determined.