

**GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405**

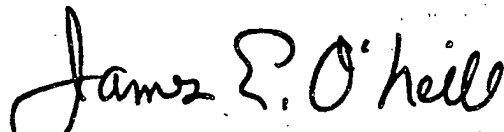
October 18, 1979

**GSA BULLETIN FPMR B- 93
ARCHIVES AND RECORDS**

TO: Heads of Federal agencies

SUBJECT: Standard Form 282, Mandatory Title Check

1. Purpose. This bulletin announces the availability of new Standard Form 282, Mandatory Title Check.
2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.
3. Background. Federal agencies are required by OMB Circular A-114 to supply the National Audiovisual Center (NAC) with the necessary information for NAC to meet its Government-wide responsibilities relating to audiovisual services. Before authorizing the production of any type of audiovisual product, all agencies, except as noted in OMB Circular A-114, must submit a request to NAC for information about the availability of similar products. Standard Form 282 will be used for this purpose.
4. Availability of new SF 282. Supplies of this form may be obtained by submitting a written request to:- National Audiovisual Center (NAC), General Services Administration, Attn: Mandatory Title Check, Washington, DC 20409. All requests should come from the central office responsible for management of audiovisual activities in each Federal agency.



JAMES E. O'NEILL
Acting Archivist
of the United States

GSA DC-01000780