

Tom Marshall

NPC Digital, LLC
[REDACTED]

Ground delivery address:

W. T. Marshall / NPC Digital
[REDACTED]

-----Original Message-----

From: Mark Meader [mailto:[REDACTED]]
Sent: Wednesday, January 13, 2010 5:11 PM
To: [REDACTED]
Subject: Item Approval

To: TOM MARSHALL

Re: Item Approval Request List # 100730
Date: 13 January, 2010

Note that the Approval column has been initialed to indicate that we have reviewed the IARL form, indicated the Archival Format we have available for each item you wish to order, and have annotated the Pending Codes column with the appropriate code(s) (<http://www.archives.gov/research/order/film-codes.html>). After checking that the item numbers in column B.1 Control and reel number are correct, Please Send the IARL Form to a Vendor Chosen from the National Archives Vendor Contact List (see below). The vendor will provide you with a price quote based on the Archival Format available, the length (footage/minutes) of each item, and the Order Copy Format you need. The vendor will also answer your technical questions (<http://www.archives.gov/research/order/vendors-broadcast-quality-film-dc.html>)

The vendor you choose to handle your order may place orders for items off of one IARL on two separate occasions. Should you need to order more items off of the IARL that were not originally ordered you can notify NARA directly or ask the vendor to notify NARA and a copy of your IARL will be sent back to you or the vendor with a new number so that you can order from it again.

If the Pending Codes column is marked with an "I":

If the item is a film or video recording marked with an "I" this means that a film or video or audio Intermediate copy already exists in the National Archives collections, and this copy will be sent to any approved vendor on the list to make your fee copy.

If the Pending Codes column is marked with a "P":

originally ordered you can notify NARA directly or ask the vendor to notify NARA and a copy of your IARL will be sent back to you or the vendor with a new number so that you can order from it again.

If the Pending Codes column is marked with an "I":

If the item is a film or video recording marked with an "I" this means that a film or video or audio Intermediate copy already exists in the National Archives collections, and this copy will be sent to any approved vendor on the list to make your fee copy.

If the Pending Codes column is marked with a "P":

If the item is a film or a video recording designated with a "P"

this means it is the only copy, a "Preservation" copy, the customer can choose either: (1) to pay for a digital betacam video Intermediate

("I") to be made by one of the two "EI" [Electronic Intermediate] vendors that has been approved to handle "P" copies.

The new Intermediate will then become the sole property of the National Archives and from which your duplicate fee copy will be made. Or (2) have the National Archives make a film Intermediate at no cost to you (but there could be a delay of up to 4 to 6 weeks). The film Intermediate ("I") we make will then be provided to any approved vendor.

If the "P" item is an audio recording the National Archives will produce the Intermediate from which the selected vendor will make the customer fee copy. Because the Pending column is marked with a "P" and if you choose to have a "broadcast quality" copy made, you have the option to either have the film Intermediate made by the NARA film laboratory or by an approved EI vendor. If you choose to have the NARA laboratory make the film Intermediate, there is no cost to you, but it will be integrated into the NARA laboratory work load (4 to 6 weeks) and the completed film Intermediate will be sent to the vendor processing your order. If you choose to have the film Intermediate produced by an EI vendor to save time and expedite your order, then you pay to produce the film Intermediate that will become the sole property of the National Archives. If you order a VHS video recording, the National Archives will produce the intermediate.

Hi-Definition (HD) Transfer Options (P/I):

If you want a HD fee copy made and the pending box has a P/I, there is an existing Intermediate is an Electronic Intermediate (EI; i.e., a digital betacam or analog video master) you may choose to have your HD copy made from the existing "EI" by the "upconvert" method; or you may choose to have your HD copy made by having a film Intermediate made and your HD copy made from the film Intermediate. If you choose the latter method, you have the option to either have the film Intermediate made by the NARA film laboratory or by an approved EI vendor. If you choose to have the NARA laboratory make the film Intermediate, there is no cost to you, but you Must Tell This to The Vendor Lab You Choose, who will tell us so it will be integrated into the NARA laboratory work load (4 to 6 weeks) and the completed film Intermediate will be sent to the vendor processing your order. If you choose to have the film Intermediate produced by an EI vendor to save time and expedite your order, then you pay to produce the film Intermediate that will become the sole property of the National Archives. It is from this new film Intermediate that your HD fee copy will be made. DUE TO EQUIPMENT PROBLEMS IN OUR LAB, THE 4-6 WEEK TIMEFRAME MAY NOT BE ABLE TO BE MET FOR MAKING INTERMEDIATES FROM 16MM COLOR PRESERVATION FILMS.

If the Pending Codes column is marked with the number "2":

This means that the item you wish to have copied is restricted by donor agreement or Public Law 101 246 (104 Stat. 49), issued February 16, 1990, and permission must be obtained by you from the donor or copyright holder and they must send the permission release to us before a copy can be made. Please refer to the "Source and Permission List"

(<http://www.archives.gov/research/order/restrictions.html>) on using audiovisual materials reproduced from our holdings. As a general policy the National Archives cannot guarantee the status of specific items, and purchasers use them at their own risk.

If the item is a film or a video recording designated with a "P" this means it is the only copy, a "Preservation" copy, the customer can choose either: (1) to pay for a digital betacam video Intermediate ("I") to be made by one of the two "EI" [Electronic Intermediate] vendors that has been approved to handle "P" copies.

The new Intermediate will then become the sole property of the National Archives and from which your duplicate fee copy will be made. Or (2) have the National Archives make a film Intermediate at no cost to you (but there could be a delay of up to 4 to 6 weeks). The film Intermediate ("I") we make will then be provided to any approved vendor.

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If you choose to have the NARA laboratory make the film Intermediate, there is no cost to you, but it will be integrated into the NARA laboratory work load (4 to 6 weeks) and the completed film Intermediate will be sent to the vendor processing your order. If you choose to have the film Intermediate produced by an EI vendor to save time and expedite your order, then you pay to produce the film Intermediate that will become the sole property of the National Archives. If you order a VHS video recording, the National Archives will produce the intermediate.

Hi-Definition (HD) Transfer Options (P/I):

If you want a HD fee copy made and the pending box has a P/I, there is an existing Intermediate is an Electronic Intermediate (EI; i.e., a digital betacam or analog video master) you may choose to have your HD copy made from the existing "EI" by the "upconvert" method; or you may choose to have your HD copy made by having a film Intermediate made and your HD copy made from the film Intermediate. If you choose the latter method, you have the option to either have the film Intermediate made by the NARA film laboratory or by an approved EI vendor. If you choose to have the NARA laboratory make the film Intermediate, there is no cost to you, but you Must Tell This to The Vendor Lab You Choose, who will tell us so it will be integrated into the NARA laboratory work load (4 to 6 weeks) and the completed film Intermediate will be sent to the vendor processing your order. If you choose to have the film Intermediate produced by an EI vendor to save time and expedite your order, then you pay to produce the film Intermediate that will become the sole property of the National Archives. It is from this new film Intermediate that your HD fee copy will be made. DUE TO EQUIPMENT PROBLEMS IN OUR LAB, THE 4-6 WEEK TIMEFRAME MAY NOT BE ABLE TO BE MET FOR MAKING INTERMEDIATES FROM 16MM COLOR PRESERVATION FILMS.

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From the desk of

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