

**MANDATORY TITLE CHECK***(Complete for each planned production in accordance with the provisions of OMB Circular (A114))*

Complete and return copies 1 and 2 to:

NTIS-Room 1008  
5285 Port Royal Road  
Springfield, VA 22161

1. NAME OF REQUESTING AGENCY

2. DATE

3. AGENCY INTERNAL CONTROL NUMBER *(If required)*

4. AGENCY CONTACT FOR ADDITIONAL INFORMATION

a. NAME AND TITLE

c. Address *(Include ZIP Code)*b. TELEPHONE NUMBER *(Include area code)*  
 FTS  COMMERCIAL

5. INTENDED SUBJECT BROAD/SPECIFIC

6. SPECIFIC OR UNIQUE ELEMENTS *(Intended audiences, techniques, regulations, etc.)**NAC will complete items 8 through 12 and return to requesting agency.*

8. THE CENTER HAS COMPLETED ITS SEARCH FOR PRODUCTIONS SIMILAR TO THOSE ABOVE.

a. We are unable to locate any productions that would meet the requirements specified in your request.

b. We have enclosed information on \_\_\_\_\_ production(s) which may be appropriate for your program. See instructions block, upper left corner of Standard Form 202 concerning the required justification to continue with your planned production.

9. COMMON DATA BASE (CDB) SEARCH NUMBER

This CDB number is assigned to you if you decide to continue with your planned Production, include this CDB number in Box 2 of Standard Form 202, Federal Audiovisual Production Report when reporting your production to NAC.

10. DATE RECEIVED BY NAC

11. DATE MAILED BY NAC

12. FORM COMPLETED BY *(Signature)*

EXCERPT FROM THE FEDERAL REGISTER, AUGUST 1, 1978, PART VI

Subpart 101-11.13- Audiovisual Records Management

Section 101-11.1304 is added as follows:

Section 101-11.1304 Centralized audiovisual services.

(a) National Audiovisual Center. The National Audiovisual Center (NAC) serves as a central information source to the general public and federal agencies concerning the availability of federally produced or sponsored audiovisual products. NAC also serves as a central distribution point for the sale, rental, and, under limited conditions, free loan of these products to the public and Federal agencies. In addition, NAC compiles and publishes Government-wide catalogs on audiovisual products available for loan, rental, and sale and develops criteria, establishes appropriate terminology, and recommends Government-wide practices for the cataloging and indexing of audiovisual materials.

(b) Agency reporting requirements - mandatory title check, (1) Prior to authorizing the production of any type of audiovisual product, all agencies except as noted in OMB Circular a-114 shall contact NAC and request information about the availability of similar products in an attempt to reduce duplication of effort. When requesting mandatory title checks on intended products, provide the following information.

(A) Intended subject - broad and specific. For example, broad - sociology, rehabilitation; specific recreational therapy nursing, and patient care.

(B) Specific or unique elements desired in production (medical technique, intended audience, new regulations, etc.). For example, audience - nursing home administrators.

(C) Intended purpose of production. For example, to show the awareness to social interaction should be available to home patients to fulfill their need to talk to someone.

(II) Include the name of the agency or department, bureau or office, and division or branch; the name of the agency contact person; complete mailing address; and telephone number. Then forward the request to the National Audiovisual Center (NAC), General Services Administration, Attn: Mandatory Title Check, Washington, DC 20409.