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Attachment B  
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Instructions

Complete all items unless this is a preproduction report, then complete only shaded items (1, 2, 4, 5, 6, 12, 13, 15, 25, 26, 30, 37, 49, 50, 52). Enter NA for all items which are not applicable or for which information is not available.

When the mandatory title check has revealed similar audiovisual products, the preproduction report must be accompanied by a separate page explaining why such existing products do not satisfy agency needs. The explanation must include the subject area of the mandatory title check, the number of titles identified, the narrative explanation, and an authorization block containing the signature, date, time, address and telephone number of the agency official responsible

for audiovisual clearance and authorization.

The Office of Public Affairs is available to assist with the completion of this form. +

When completed, the form is to be sent to the:

National Audiovisual Center (NAC)  
Attn: Cataloguing Section  
General Services Administration  
Washington, D.C. 20409

by either the originating office or the Office of Public Affairs.