## **Request for Records Disposition Authority**

Records Schedule Number

DAA-0127-2014-0024

Schedule Status

**Approved** 

Agency or Establishment

Department of the Navy

Record Group / Scheduling Group

Records of the U.S. Marine Corps

Records Schedule applies to

**Major Subdivsion** 

Major Subdivision

**HQ Marine Corps** 

Minor Subdivision

Administrative and Resouce Division

Schedule Subject

**SSIC 3104** 

**Combat Camera Operations Records** 

Internal agency concurrences will

be provided

Yes

Background Information Visual Information (VI) Materials Files. Motion media; still

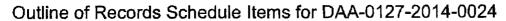
photography; and audio; recordings covering air, sea, and ground actions, contingencies and emergencies of the Marine Corps in combat and combat support operations, including force deployments

and activities before, during, and after military engagements.

#### Item Count

| Number of Total Disposition Items |   | Number of Temporary<br>Disposition Items | Number of Withdrawn<br>Disposition Items |
|-----------------------------------|---|--|--|
| 2                                 | 1 | 1  | 0  |

### **GAO Approval**



| Sequence Number |  |
|-----------------|--|
| 1               | Combat Camera System Records   |
| 1.1             | Combat Camera Master File Disposition Authority Number: DAA-0127-2014-0024-0001                  |
| 1.2             | Digital Photographs and Videos (Temporary) Disposition Authority Number: DAA-0127-2014-0024-0002 |

#### Records Schedule Items

Sequence Number

1 Combat Camera System Records

Marine Corps Combat Camera is organized and structured to provide commanders at every element of the Marine Air Ground Task Force, training commands and supporting establishments, with digital and physical photographic and video imagery that achieve the Commander's desired effects. These requirements include Strategic Communication (SC), Information Operations (IO) and Military Information Support Operations (MISO), Civil Affairs, Intelligence, training and readiness, administrative Combat Camera services, historical documentation, and visual communication. Digital imagery is captured in the Combat Camera Systems (CCS) Family of Systems (FoS) which provides the Marine Corps with the ability to acquire, manage and disseminate VI products. CCS supports all elements of the MAGTF by providing a full range of professional imagery collection, print and reproduction capabilities. The following equipment is included in the CCS FoS: • Combat Imagery Scalable Archive Database (CISAD): Fills the requirement for hardware and software capable of importing, cataloging, archiving and retrieving video and still digital imagery, and to make imagery available to commanders via a web based searchable database. • Combat Still Imagery System (CSAS): Fills the requirement for still imagery acquisition. • Combat Video Acquisition System (CVAS): Fills the requirement for video imagery acquisition. • Night Vision System, Camera (NVSC): Fills the requirement to acquire still and video imagery in low light. • Visual Information Imagery Editing System (VIIES): Fills the requirement for still and video imagery editing, product development and transmission. • Tactical Imagery Production System (TIPS): Fills the requirement for high speed printing, video and photo duplication and editing, product development, printing and dissemination.

1.1 Combat Camera Master File

Disposition Authority Number DAA-0127-2014-0024-0001

Digital still and motion images of value that have been determined to be of significant and historical importance covering air, sea, and ground actions, contingencies and emergencies of the Marine Corps in combat and combat support operations.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-

mail and word processing?

Yes

Electronic Records Archives Page 3 of 7 PDF Created on: 08/16/2016

Do any of the records covered by this item exist as structured electronic data?

Yes

| Manual Citation | Manual Title                     |  |
|-----------------|----------------------------------|--|
| SSIC 3104       | COMBAT CAMERA OPERATIONS RECORDS |  |

Disposition Instruction

Cutoff Instruction Transfer visual information to the DIMOC as soon

as possible, but no later than one year from date of creation. DIMOC will cut off visual information

annually.

Transfer to the National Archives

for Accessioning

Transfer to the National Archives in 5 year blocks 1

vear(s) after last year of the block.

Additional Information

What will be the date span of the initial transfer of records to the

National Archives?

Unknown

Transfer to NARA based on Defense Imagery

Management Operations Center (DIMOC) disposition

schedule.

How frequently will your agency

transfer these records to the

National Archives?

Unknown

Transfer to NARA based on Defense Imagery

Management Operations Center (DIMOC) disposition

schedule.

Digital Photographs and Videos (Temporary)

Disposition Authority Number

DAA-0127-2014-0024-0002

Temporary digital photographs and videos that are of good quality by industry standards and are of use within the context of business, research or research use but have been determined to not be of significant and historical importance.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

1.2

| Do any of the records covered by this item exist as structured electronic data? |  |  |
|---|--|--|
| by this item exist as structured  |  |  |
| electronic data?  |  |  |

Yes

| Manual Citation | Manual Title                     |
|-----------------|----------------------------------|
| 11              | COMBAT CAMERA OPERATIONS RECORDS |

Disposition Instruction

Cutoff Instruction Destroy immediately after concluding image is not of

value

Retention Period Destroy immediately after concluding image is not of

value

Additional Information

GAO Approval Not Required





I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

# Signatory Information

| Date       | Action                     | Ву                  | Title   | Organization  |
|------------|----------------------------|---------------------|---|---|
| 09/24/2014 | Return to Submitte         | Joel Westphal       | Deputy Director, Dir<br>ectives and Records<br>Management | Department of the Navy - Department of the Navy                                     |
| 09/25/2014 | Certify                    | Joel Westphal       | Deputy Director, Dir ectives and Records Management       | Department of the Navy - Department of the Navy                                     |
| 02/02/2016 | Return for Revisio         | Steven Rhodes       | Senior Appraisal Arc<br>hivist                            | National Archives and<br>Records Administration<br>- Records Management<br>Services |
| 04/27/2016 | Submit For Certific ation  | Joel Westphal       | Deputy Director, Dir ectives and Records Management       | Department of the Navy - Department of the Navy                                     |
| 04/27/2016 | Certify                    | Joel Westphal       | Deputy Director, Dir ectives and Records Management       | Department of the Navy - Department of the Navy                                     |
| 08/08/2016 | Submit for Concur<br>rence | Steven Rhodes       | Senior Appraisal Arc<br>hivist                            | National Archives and<br>Records Administration<br>- Records Management<br>Services |
| 08/10/2016 | Concur                     | Margaret<br>Hawkins | Director of Records<br>Management Servic<br>es            | National Records Management Program - ACNR Records Management Serivces              |
| 08/11/2016 | Concur                     | Laurence<br>Brewer  | Director, National R<br>ecords Management<br>Program      | National Archives and Records Administration - National Records Management Program  |
| 08/12/2016 | Approve                    | David Ferriero      | Archivist of the Unite d States                           | Office of the Archivist -<br>Office of the Archivist                                |