

Request for Records Disposition Authority

Records Schedule Number **DAA-0330-2013-0014**

Schedule Status **Approved**

Agency or Establishment **Office of the Secretary of Defense**

Record Group / Scheduling Group **Records of the Office of the Secretary of Defense**

Records Schedule applies to **Agency-wide**

Schedule Subject **DoD Visual Information Schedule**

Internal agency concurrences will be provided **No**

Background Information

Visual Information (VI). Information in the form of visual or pictorial representation of person(s), place(s), or thing(s), either with or without sound; various visual media with or without sound. Generally, visual information includes still and motion photography, audio/video recording, graphic arts, multimedia, posters, magazines, visual aids, models, display, visual presentations and will include future visual media as they are developed. These records are maintained by organizations responsible for documenting the events/activities of the Department of Defense, and that manage visual information and similar functions. It includes, but is not limited to, VI generated or developed by the Military Services (to include reserve units), Office of the Secretary of Defense, Joint Staff and DoD Agencies/Components and Field Activities. When voluntarily remanded or in coordination with a joint or non-joint (service specific) operation/event/activity, records from other federal departments, National Guard and Coast Guard are included. Also included are records from U.S. citizens/civilians and foreign personnel, who voluntarily remand via a deed of gift their own personal property - visual information.

In accordance with DoD Instruction 5040.02, Visual Information, Defense Imagery Management Operations Center (DIMOC) serves as the Visual Information Records Center for the Department of Defense. All VI is required to flow through the DIMOC for DoD collection, accessibility and use prior to being transferred to the National Archives per this schedule. DIMOC has an operational mission per 5040.02, which provides the ability to maintain visual information still in use beyond its disposition described herein.

Visual information generated or received by the following DoD components are exempt from this schedule: Armed Forces Institute of Pathology, Defense Intelligence Agency, National Reconnaissance

Office, National Geospatial Intelligence Agency, National Security Agency, Defense Commissary Agency. Other imagery or recording topics excluded from this schedule include: weapon systems, cartography and other geodetic imagery, intelligence related imagery and medical photography including X-rays, microfilm and microfiche. Media, content, organizational, equipment related exclusions are also found in DoD Instruction 5040.02, along with the exceptions to the exclusions. NOTE: all exemptions are subject to this schedule should imagery become newsworthy, per DoD Instruction 5040.02.

This schedule is media neutral except where stated otherwise.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
13	7	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2013-0014

Sequence Number	
1	Significant Still, Motion and/or Audio Recording Combat Visual Information Disposition Authority Number: DAA-0330-2013-0014-0001
2	Significant Still, Motion and/or Audio Recording Non-Combat Visual Information Disposition Authority Number: DAA-0330-2013-0014-0002
3	Non-significant Still, Motion and/or Audio Recording Visual Information Disposition Authority Number: DAA-0330-2013-0014-0003
4	Mission-related News Reports and/or Broadcasts by U.S. Military Components & Defense Media Activity Disposition Authority Number: DAA-0330-2013-0014-0004
5	Non-significant News Reports and/or Broadcasts by U.S. Military Components & Defense Media Activity Disposition Authority Number: DAA-0330-2013-0014-0005
6	Graphic Visual Information – Posters - Published relating to the mission and history of the Department of Defense Disposition Authority Number: DAA-0330-2013-0014-0006
7	Copies or Draft Versions of Graphic Visual Information – Posters Disposition Authority Number: DAA-0330-2013-0014-0007
8	Graphic Visual Information – Military Service & DoD Component Specific Magazines Disposition Authority Number: DAA-0330-2013-0014-0008
9	Copies or Draft Versions of Graphic Visual Information – Military Service & DoD Component Specific Magazines Disposition Authority Number: DAA-0330-2013-0014-0009
10	Digital Artwork Disposition Authority Number: DAA-0330-2013-0014-0010
11	Original physical artwork & Copies of Digital Artwork Disposition Authority Number: DAA-0330-2013-0014-0011
12	Motion and/or Audio Recording Visual Information Productions
12.1	Mission-related Motion and/or Audio Recording Visual Information Productions Disposition Authority Number: DAA-0330-2013-0014-0012
12.2	Non-significant Motion and/or Audio Recording Visual Information Productions & Cancelled Productions Disposition Authority Number: DAA-0330-2013-0014-0013

Records Schedule Items

Sequence Number

1

Significant Still, Motion and/or Audio Recording Combat Visual Information

Disposition Authority Number DAA-0330-2013-0014-0001

Visual information and associated hard copy or electronic finding aids and caption information recorded by DoD military, civilian or contract personnel, or acquired from non-DoD sources, that records/documents the various types of events and activities that take place during combat operations, missions, and engagements with an enemy within a joint or non-joint (service specific) – Combatant Command and/or joint department – environment and/or terrorism attacks, events, or acts. Also included is the contextual VI documenting the pre- and post- operation efforts, activities, events, briefings, reports, and training that put the combat events into operational and historical perspective. Visual information may also include that which differs from the camera originals but that was released (i.e. masking/redaction, cropping, etc.). Content may include but is not limited to: # Category 1: Organized by the name of the operation # Organized by Military Service, Office of the Secretary of Defense or Department # Organized by the following categories and their subject matter titles therein # Operation/Enemy Engagement # Pre-Operation # Post-Operation Within each Operation/Enemy Engagement, Pre-Operation, Post-Operation are the following sub-categories but is not limited to: # Humanitarian Aid and Disaster Relief/Response (HADR) # Supplies # Medical Aid # Damage Assessment # Reconstruction # Training # Basic Training # Classroom # Career-field Specialty Training # General Readiness # Weapons Training # Exercises by name & year # With Foreign military # U.S. Services (individual or combined) # Health, Morale, Welfare, Recreation & Community # USO # Healthcare # Religious Services # Community Outreach # Women's Issues # Government rebuilding/diplomacy # Ceremonies # Funerals/memorials/dignified transfers # Repatriation of Remains # Awards/promotions/graduations # Change of Command # Inauguration # Peacekeeping # Occupational Forces # Relief Supplies # Officials (imagery of) # President, Vice President, Secretaries of the U.S. Services and Departments, foreign dignitaries, etc. # History/documentation # First-time events within DoD # Documentation of vehicles such as aircraft, vessels, etc., weapons, uniform changes, etc. # Daily life and operations of the DoD # Unique events # Military support to civil authorities (e.g. riots, natural disasters) # Category 2: Terrorism Attack Event Name # Organized within one of the following categories # Damage Assessment # Recovery/Reconstruction efforts # Security Response # Domestic # International # History/Documentation NOTE: combat visual information included within predominantly textual files such as reports, briefing documents, case files, evidentiary type files, investigative files, etc. should never be removed and should be scheduled in accordance with the disposition of the those files and reports.

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
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	<p>N1-330-08-004 / C3/T1/2/A</p> <p>N1-330-08-004 / C3/T1/5</p> <p>N1-330-08-004 / C3/T2/1/A</p> <p>N1-330-08-004 / C3/T2/2</p> <p>N1-330-08-004 / C4/T1/7</p> <p>N1-330-08-004 / C5/T1/1/A</p> <p>N1-330-08-004 / C5/T2/1/A/1</p> <p>N1-330-08-004 / C5/T2/1/A/2</p> <p>N1-330-08-004 / C5/T2/2/A/1</p> <p>N1-330-08-004 / C5/T2/2/B/1</p> <p>N1-330-08-004 / C5/T2/2/B/3</p> <p>N1-330-08-004 / C5/T2/4</p> <p>N1-330-08-004 / C6/T1/1</p> <p>N1-330-08-004 / C6/T1/4</p>
Disposition Instruction	
Cutoff Instruction	<p>DoD Components will transfer visual information to the Defense Imagery Management Operations Center (DIMOC) as soon as possible, but no later than one year from the date of creation. DIMOC will cut off the VI annually. For security- classified visual information or that which is covered by identifiable FOIA exemption restrictions, DIMOC will cut off such materials annually and confer with originating DoD offices as necessary.</p>
Transfer to the National Archives for Accessioning	<p>Transfer to the National Archives in five-year blocks immediately after the end of the last year of the block. For security-classified visual information or that which is covered by identifiable FOIA exemption restrictions, transfer to the National Archives in five-year blocks two years after the end of the last year of the block.</p>
Additional Information	

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Every 5 Years

2

Significant Still, Motion and/or Audio Recording Non-Combat Visual Information

Disposition Authority Number DAA-0330-2013-0014-0002

Content may include but is not limited to: # Category 1: Non-Combat Visual Information with an Operation Name & Year # Organized by the services/departments/offices (Army, DLA, etc.) # Humanitarian Aid and Disaster Relief/Response (HADR) # Supplies # Medical Aid # Damage Assessment # Reconstruction # Training # Basic Training # Classroom # Career-field Specialty Training # General Readiness # Weapons Training # Exercises by name & year # With Foreign military # U.S. Services (individual or combined) # Health, Morale, Welfare, Recreation & Community # USO # Healthcare # Religious Services # Community Outreach # Women's Issues # Government rebuilding/diplomacy # Ceremonies # Funerals/memorials/dignified transfers # Repatriation of Remains # Awards/promotions/graduations # Change of Command # Inauguration # Peacekeeping # Occupational Forces # Relief Supplies # Officials (imagery of) # President, Vice President, Secretaries of the U.S. Services and Departments, foreign dignitaries, etc. # History/documentation # First-time events within DoD # Documentation of vehicles such as aircraft, vessels, etc., weapons, uniform changes, etc. # Daily life & operations of the DoD # Unique events # Military support to civil authorities (e.g. riots, natural disasters) Content may include but is not limited to: # Category 2: Non-Combat Visual Information without an Operation name # Organized by the services/departments/offices (Army, DLA, etc.) # Humanitarian Aid and Disaster Relief/Response (HADR) # Supplies # Medical Aid # Damage Assessment # Reconstruction # Training # Basic Training # Classroom # Career-field Specialty Training # General Readiness # Weapons Training # Exercises by name & year # With Foreign military # U.S. Services (individual or combined) # Health, Morale, Welfare, Recreation & Community # USO # Healthcare # Religious Services # Music concerts/plays/parades # Community Outreach # Women's Issues # Government rebuilding/diplomacy # Ceremonies # Funerals/memorials/dignified transfers # Repatriation of Remains # Awards/promotions/graduations # Change of Command # Inauguration # Peacekeeping # Occupational Forces # Relief Supplies # Officials (imagery of) # President, Vice President, Cabinet Members (Secretaries of Departments) and Assistant Secretaries, U.S. Military Chiefs, Commandants, Chairman of the Joint Chiefs, National Security Director, and Cabinet-level officers, Directors of the intelligence agencies (CIA, DIA, NSA, etc.). # Imagery of individuals of national interest (newsworthy) whether foreign or domestic # History/documentation # First-time events within DoD # Documentation of vehicles— aircraft, vessels, etc.,

weapons, change of uniform, etc. # Daily life & operations of the DoD # Unique events # Military support/Joint assistance to civil authorities/law enforcement (e.g. peaceful protests, riots) # Recruiting/Promotional # Non-combat imagery documenting significant political, social, cultural, economic, environmental, scientific, or technological subject-matter NOTE: Non-combat visual information included within predominantly textual files such as reports, briefing documents, case files, evidentiary type files, investigative files, etc. should never be removed and should be scheduled in accordance with the disposition of the text files.

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

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

GRS or Superseded Authority Citation
N1-330-08-004 / C3/T1/2/A
N1-330-08-004 / C3/T1/5
N1-330-08-004 / C3/T2/1/A
N1-330-08-004 / C3/T2/2
N1-330-08-004 / C4/T1/7
N1-330-08-004 / C5/T1/1/A
N1-330-08-004 / C5/T2/1/A/1
N1-330-08-004 / C5/T2/1/A/2
N1-330-08-004 / C5/T2/2/A/1
N1-330-08-004 / C5/T2/2/B/1
N1-330-08-004 / C5/T2/2/B/3
N1-330-08-004 / C5/T2/4
N1-330-08-004 / C6/T1/1
N1-330-08-004 / C6/T1/4

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 DIMOC will transfer to the National Archives in five-year blocks immediately after the end of the last year of the block

Additional Information

3

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
To be determined

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

Non-significant Still, Motion and/or Audio Recording Visual Information

Disposition Authority Number **DAA-0330-2013-0014-0003**

Visual information that is duplicative, excessive in coverage, non-useable for lack of metadata, or relating to routine subjects not reflective of mission of the Department of Defense. Visual information and associated hard copy or electronic finding aids and caption information captured by DoD military, civilian or contract personnel, or acquired from non-DoD sources, that records/documents various types of routine events and ceremonies not central to the mission of the Department of Defense, that lacks appropriate metadata, that is duplicative, or that is deemed to be in excess of what is necessary for the adequate and proper visual documentation of the unique mission and history of the Department of Defense. • Visual information without the critical metadata information o Still Imagery: # Photographer Name # Caption # Date Shot # VIRIN o Motion and/or Audio Recording: # Videographer Name # Caption # Date Shot # VIRIN • Duplicate copies • Official photographs, personnel identification or passport photographs • Visual information: o of routine award ceremonies, social events, and other activities not related to the mission of the Department of Defense o of poor visual quality o of internal personnel and administrative training programs that are not related to the mission of the Department of Defense o deemed to be in excess of what is necessary for adequate and proper visual documentation of subjects listed under Items 1 and 2; Examples may include, but are not limited to, repetitive shots of the same event, multiple camera angle shots of the same event o promote campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.):

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 e-mail and word processing? **Yes**

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

GRS or Superseded Authority Citation **N1-330-08-004 / C3/T1/1**
N1-330-08-004 / C3/T1/2/B

N1-330-08-004 / C3/T1/6
N1-330-08-004 / C3/T1/8
N1-330-08-004 / C3/T1/9
N1-330-08-004 / C3/T2/1/B
N1-330-08-004 / C4/T1/4/B
N1-330-08-004 / C4/T1/8
N1-330-08-004 / C4/T1/9
N1-330-08-004 / C5/T1/1/B
N1-330-08-004 / C5/T1/3
N1-330-08-004 / C5/T2/1/A/3
N1-330-08-004 / C5/T2/1/B/1
N1-330-08-004 / C5/T2/2/A/2
N1-330-08-004 / C5/T2/2/B/2
N1-330-08-004 / C5/T2/2/B/4
N1-330-08-004 / C5/T2/2/B/5
N1-330-08-004 / C5/T2/3
N1-330-08-004 / C6/T1/2
N1-330-08-004 / C6/T1/5

Disposition Instruction

Cutoff Instruction

1. DIMOC may offer back to the capturing U.S. Military Service. 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum.

Retention Period

DIMOC will destroy records immediately after receiving a negative response from owning DoD Component or DIMOC will destroy records immediately if not offered to any Component.

Additional Information

GAO Approval

Not Required

Mission-related News Reports and/or Broadcasts by U.S. Military Components & Defense Media Activity

Disposition Authority Number DAA-0330-2013-0014-0004

News Reports and/or Broadcasts may include U.S. Military Service specific broadcasts for television, radio, and online display/feature. Such records may also include those news reports and/or broadcasts that were originally created or a composite creation from within the Department of Defense and may include those news reports and/or broadcasts for feature in a joint environment and the DoD locations worldwide; may also include audio recordings and that which differs from the camera originals but that was released (i.e. masking/redaction, cropping, etc.). Content may include but is not limited to: # News reports and/or broadcasts that are Service specific # News reports and/or broadcasts that were compiled using

external DoD resources; license information to be included # News reports and/or broadcasts that are of joint interest

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

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

Disposition Instruction

Cutoff Instruction Transfer visual information to the DIMOC no later than one year from date of creation. DIMOC will cut off VI annually.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 1 year(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
To be Determined

How frequently will your agency transfer these records to the National Archives? Every 5 Years

5 Non-significant News Reports and/or Broadcasts by U.S. Military Components & Defense Media Activity

Disposition Authority Number DAA-0330-2013-0014-0005

News reports and/or broadcasts that are duplicative, excessive in coverage, non-useable for lack of metadata, sound effects, or relating to routine subjects not reflective of mission of the Department of Defense. Also includes acquired broadcasts from commercial, network, or other non-DoD sources.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

electronic format(s) other than e-mail and word processing?

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

Yes

Disposition Instruction

Cutoff Instruction

1. DIMOC may offer back to the capturing U.S. Military Service. 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum.

Retention Period

DIMOC will destroy records immediately after receiving a negative response to from DoD Component, or DIMOC will destroy records immediately if not offered to a DoD Component. NOTE: Those news reports and/or broadcasts with information found/discovered upon additional research will be placed into item 4 above (Mission-Related News Reports and/or Broadcasts by U.S. Military Components), where applicable, for transfer to NARA. All those with unavailable/unobtainable metadata after research consideration are temporary and should follow the disposition options described above. Duplicative copies of news reports and/or broadcasts will be compared against one another for quality and metadata accuracy, and one report or broadcast will be selected and arranged according to item 4 above (Mission-related News Reports and/or Broadcasts by U.S. Military Components), where applicable, for transfer to NARA. Those remaining copies are temporary and should follow the disposition options described above.

Additional Information

GAO Approval

Not Required

Graphic Visual Information – Posters - Published relating to the mission and history of the Department of Defense

Disposition Authority Number

DAA-0330-2013-0014-0006

Graphics convey a topic in various visual information mediums. These VI materials may highlight a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message. Graphics/Posters may represent people, places, and events as well as unit seals, montages, icons, logos, composites, displays, exhibits and fictional people, places and events. Posters may exist in layered digital file-formats and/or a physical format. They may also be hand

or mechanically drawn and may exist in a printout or digital image of the graphic. These graphic VI records may also include imagery that has been altered beyond the parameters of DoD Instruction 5040.02, such as photo illustrations. The above description is not inclusive or limiting. RECORD ELEMENTS: Digital files; and, when a physical copy is available for posters two (2) copies are required plus any digitized version.

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

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

GRS or Superseded Authority Citation
N1-330-08-004 / C5/T3/1/A/1
N1-330-08-004 / C5/T3/1/B/1
N1-330-08-004 / C5/T3/1/C/1
N1-330-08-004 / C5/T3/1/D/1

Disposition Instruction

Cutoff Instruction Transfer two copies of each printed poster in hard-copy form, or, if hard copy does not exist, digital form, to the DIMOC immediately after publication. DIMOC will cut off annually.

Transfer to the National Archives for Accessioning Transfer materials to the National Archives in five-year blocks immediately after the end of the last year of the block.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Every 5 Years

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Copies or Draft Versions of Graphic Visual Information – Posters

Disposition Authority Number DAA-0330-2013-0014-0007

Duplicate copies (beyond the required) of published posters or published posters lacking adequate metadata; or published posters that do not relate to the mission

of the Department of Defense, but instead, promote campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.) Graphics convey a topic in various visual information mediums. These VI materials may highlight a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message. Graphics/Posters may represent people, places, and events as well as unit seals, montages, icons, logos, composites, displays, exhibits and fictional people, places and events. Posters may exist in layered digital file-formats and/or a physical format. They may also be hand or mechanically drawn and may exist in a printout or digital image of the graphic. These graphic VI records may also include imagery that has been altered beyond the parameters of DoD Instruction 5040.02, such as photo illustrations.

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 e-mail and word processing? Yes

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

GRS or Superseded Authority Citation
N1-330-08-004 / C5/T3/1/A/2
N1-330-08-004 / C5/T3/1/B/2
N1-330-08-004 / C5/T3/1/C/2
N1-330-08-004 / C5/T3/1/D/2

Disposition Instruction

Cutoff Instruction 1. DIMOC may offer back to the capturing U.S. Military Service. 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum.

Retention Period DIMOC will destroy records immediately after receiving a negative response from owning DoD Component Component, or DIMOC will destroy records immediately if not offered to a DoD Component.

Additional Information

GAO Approval Not Required

Graphic Visual Information – Military Service & DoD Component Specific Magazines

Disposition Authority Number DAA-0330-2013-0014-0008

The Military Service specific magazines: Soldiers, All Hands, Airman, and Marines but not excluding other DoD Component magazines with the following characteristics and purposes. These flagship magazine publications feature useful information on operations, equipment, education and training, sports, entertainment, and policy in a mixed media graphic format, whether in digital or a physical hard copy format. The above description is not inclusive or limiting.

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

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

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction If an electronic copy exists, military service & DoD Component shall transfer an electronic copy to DIMOC immediately after publication. DIMOC will cut off annually.

Transfer to the National Archives for Accessioning Transfer electronic records to the National Archives in five year blocks immediately after the end of the last year of the block.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Every 5 Years

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Non-electronic Textual Records

Cutoff Instruction

If no electronic copy exists, military service & DoD Component shall transfer a paper copy to DIMOC immediately after publication. DIMOC will cut off annually.

Transfer to the National Archives for Accessioning

Transfer paper records to the National Archives in five year blocks when the latest record in block is 15 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
To be determined

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

Copies or Draft Versions of Graphic Visual Information – Military Service & DoD Component Specific Magazines

Disposition Authority Number DAA-0330-2013-0014-0009

Duplicate copies (beyond the required) of published Service specific and other DoD component magazines; or such published magazines lacking adequate metadata. Also preliminary designs, sketches, drawings, layouts, and other production materials used in creating the magazines. The Military Service specific magazines: Soldiers, All Hands, Airman, and Marines and DoD Component magazines with the following characteristics and purposes. These flagship magazine publications feature useful information on operations, equipment, education and training, sports, entertainment, and policy in a mixed media graphic format, whether in digital or a physical hard copy format.

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 e-mail and word processing?

Yes

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

Yes

Disposition Instruction

Cutoff Instruction

DIMOC may offer back to the capturing U.S. Military Service. DIMOC may offer to the original Services'

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	U.S. Military Service Academy Library, Archive or Museum.
Retention Period	DIMOC will destroy records immediately after receiving a negative response from the owning DoD Component or DIMOC will destroy records immediately if not offered to a DoD Component.
Additional Information	
GAO Approval	Not Required
Digital Artwork	
Disposition Authority Number	DAA-0330-2013-0014-0010
Digital artwork that captures combat artwork or other art relating to the mission and history of Department of Defense in various mediums including paintings, sketches, sculpture, mobiles and digital formats.	
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
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-330-08-004 / C5/T3/2/A/1/A N1-330-08-004 / C5/T3/2/A/2/A N1-330-08-004 / C5/T3/2/B/1/A N1-330-08-004 / C5/T3/2/B/2/A N1-330-08-004 / C5/T3/2/C/1/A N1-330-08-004 / C5/T3/2/C/2/A N1-330-08-004 / C5/T3/2/D/1/A N1-330-08-004 / C5/T3/2/D/2/A
Disposition Instruction	
Cutoff Instruction	Transfer the digital files within one year of artwork completion to DIMOC. DIMOC will cut off annually.
Transfer to the National Archives for Accessioning	2 years after receipt DIMOC will transfer materials to the National Archives in five-year blocks
Additional Information	

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What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

How frequently will your agency transfer these records to the National Archives? Every 5 Years

Original physical artwork & Copies of Digital Artwork

Disposition Authority Number DAA-0330-2013-0014-0011

Original artwork relating to the mission and history of the Department of Defense, to include combat artwork or other art in various mediums including paintings, sketches, sculpture, mobiles and digital formats. Also included are extra copies of digital artwork and of photographs of original artwork; and original artwork, in any form, lacking adequate metadata, generated strictly as part of poster production, or relating to campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.).

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 e-mail and word processing? Yes

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

GRS or Superseded Authority Citation
N1-330-08-004 / C5/T3/2/A/1/B
N1-330-08-004 / C5/T3/2/A/1/C
N1-330-08-004 / C5/T3/2/A/2/B
N1-330-08-004 / C5/T3/2/B/1/B
N1-330-08-004 / C5/T3/2/B/1/C
N1-330-08-004 / C5/T3/2/B/2/B
N1-330-08-004 / C5/T3/2/C/1/B
N1-330-08-004 / C5/T3/2/C/1/C
N1-330-08-004 / C5/T3/2/C/2/B
N1-330-08-004 / C5/T3/2/D/1/B
N1-330-08-004 / C5/T3/2/D/1/C
N1-330-08-004 / C5/T3/2/D/2/B
N1-330-08-004 / C5/T3/3

Disposition Instruction

	Cutoff Instruction	<ul style="list-style-type: none"> • Original physical artwork relating to the mission and history of the Department of Defense: Transfer to the DIMOC after use or direct to the Service Museums with their acceptance. DIMOC will offer to the creating U.S. Military Service's museums. 1. DIMOC will offer to the original Services' U.S. Military Museum. 2. DIMOC will offer to the original Services' U.S. Military Academy, library or archive. 3. DIMOC will attempt to locate another U.S. Military affiliated educational institution.
	Retention Period	DIMOC will destroy records immediately after receiving a negative response to offers to U.S. Military Service Museum, Academy, library, archive, or other affiliated educational institution. Or DIMOC will destroy records immediately if not offered to any entity.
	Additional Information	
12	GAO Approval	Not Required
12.1	Motion and/or Audio Recording Visual Information Productions	<p>Motion and/or audio recording VI productions are official organizational motion or audio recording packages created or acquired to achieve specific training or communication objectives. VI Production material includes linear productions; non-linear interactive productions; and other production material, including motion and/or audio and/or film shot for a production that was never completed, and related outtakes and trims. Both linear and non-linear interactive productions can be produced within the Department of Defense or by outside contractors. Department of Defense productions shall follow the DoD Instruction 5040.07, Visual Information (VI) Production Procedures, though this item is not limited to those productions qualifying for the VI Production Program.</p> <p>Mission-related Motion and/or Audio Recording Visual Information Productions</p> <p>Disposition Authority Number DAA-0330-2013-0014-0012</p> <p>A complete linear or non-linear interactive motion and/or sound recording presentation developed according to a plan or script; such as motion pictures, television broadcasts, informational and/or training videos, interactive video learning modules, entertainment/music videos, TV Public Service Announcements, and other video spot announcements designed to achieve specific training or communication objectives. Includes but is not limited to:</p> <ul style="list-style-type: none"> • OSD or Military Service-sponsored productions intended for OSD-wide, DoD-wide, Military Service or public distribution. • Productions produced for or by OSD that are intended for internal staff use. • Productions intended for broadcasting or training that are acquired from outside the Department of Defense that either: • Provide information concerning the organization, functions, policies, procedures, operations, and

essential activities of the Department of Defense or a DoD Component thereof;

- Convey information about current or historical events involving the Department of Defense;
- Communicate information or instructions concerning the operation, maintenance, construction, design, repair, use of, capabilities of, or tactical implications of weapons, equipment, or technologies that are unique to, used in a unique manner by, or used primarily by either the U.S. Military, foreign armed forces, or armed non-governmental organizations.
- Production talent and all other releases, contracts, scripts, treatments, transcripts and other documentation bearing on the origin, acquisition, and ownership of the production maintained by the DIMOC.
- Content objective may include but is not limited to: # Education & Training # Internal/Command Information # Public Information # Recruiting/Promotional # Research, Development, Technology & Engineering (RDT&E) # Intelligence, Reconnaissance, Criminal Investigation # Combat Readiness # Installation Support # Medical DoD Instruction 5040.07, Visual Information (VI)

Production Procedures explains the complete requirements for a production. Materials, documents and content may include but is not limited to:

- Any masters or copies related to associated sound recordings, graphics, or still visual information
- Cut scenes, unedited audiovisual outtakes and trims, the discards of the production process, which have been appropriately arranged, labeled, and described.
- Content type may include: Training and information products, spot announcements and advertisements, interactive productions, simulations, educational computer games, virtual reality scenarios.
- Software and related documentation necessary to run the program.
- Reference material related to places/events depicted; research materials; special effects production.
- Shelf lists, caption cards, data sheets, and indexes.
- Production Folder materials, including but is not limited to: releases for talent, interviews, letter of assignment, signed and dated DD Form 1995 with distribution plan, status reports, scripts, approvals, permits, signed legal review and review for public use clearance.
- Procurement package, if contracted, including (but not limited to): specification or statement of work, independent government estimate, realistic delivery schedule, identification of deliverable items, justification and approval, funding document, copy of approved script, DD Form 250, "Material Inspection and Receiving Report," contract correspondence, and general correspondence.

Record Elements: Myriad formats whether digital or physical are accepted. A final copy of the distribution quality product is also required. The record element for VI Productions includes the Production Folder and Procurement package documentation referenced in DoD Instruction 5040.07.

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

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

Yes

GRS or Superseded Authority Citation

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N1-330-08-004 / C2/T1/3/A
N1-330-08-004 / C4/T1/1/1
N1-330-08-004 / C4/T1/1/2
N1-330-08-004 / C4/T1/1/3

Disposition Instruction

Cutoff Instruction

Transfer immediately to DIMOC upon completion of production. DIMOC will cut off productions annually.

Transfer to the National Archives for Accessioning

Transfer to the National Archives in five-year blocks.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
To be determined

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

12.2

Non-significant Motion and/or Audio Recording Visual Information Productions & Cancelled Productions

Disposition Authority Number

DAA-0330-2013-0014-0013

Motion and/or audio recording VI productions that are duplicative, excessive in coverage as related to particular types of training, weapons systems, etc., non-useable for lack of metadata, or relating to routine subjects not reflective of mission of the Department of Defense. Includes acquired productions from commercial, network, or other non-DOD sources. Includes items deemed in excess of adequate sampling as relate to highly technical medical, scientific, or engineering topics. Also, unedited motion and/or audio recording outtakes and trims, which are un-described or lack arrangement, including those that lack any discernable relationship to a completed production. The Production folder and the Procurement package for cancelled productions are included as well.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in

Yes

electronic format(s) other than e-mail and word processing?

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

Yes

GRS or Superseded Authority Citation

N1-330-08-004 / C2/T1/1/B
N1-330-08-004 / C2/T1/2
N1-330-08-004 / C2/T1/3/B
N1-330-08-004 / C2/T1/4/B
N1-330-08-004 / C4/T1/2

Disposition Instruction

Cutoff Instruction

DIMOC may offer back to the capturing U.S. Military Service. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum.

Retention Period

DIMOC will destroy records immediately after receiving a negative response from the owning DoD Component, or DIMOC will destroy records immediately if not offered to the DoD Component.

Additional Information

GAO Approval

Not Required

Agency Certification

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	By	Title	Organization
05/28/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
05/14/2014	Return for Revision	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
07/03/2014	Submit For Certification	Ronald McCully	Electronic Records Management Specialist	Office of the Secretary of Defense - Office of the Director of Administration and management
07/16/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/08/2014	Return for Revision	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
08/26/2014	Submit For Certification	Ronald McCully	Electronic Records Management Specialist	Office of the Secretary of Defense - Office of the Director of Administration and management
09/15/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
01/12/2015	Submit for Concurrence	Richard Noble	Appraiser	National Archives and Records Administration - Records Management Services
01/13/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- Records Management Services
01/13/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/16/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist