

REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001				JOB NUMBER 11-022-08-1	
1 FROM (Agency or establishment) U S Fish and Wildlife Service				Date received 7/21/08	
2 MAJOR SUBDIVISION Region 7 (Alaska)				NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION External Affairs					
4 NAME OF PERSON WITH WHOM TO CONFER Chuck Young		5 TELEPHONE NUMBER 907 786 3909		DATE 7/21/08	ARCHIVIST OF THE UNITED STATES D. A. [Signature]
6 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 on the attached <u>2</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE July 2, 2008		SIGNATURE OF AGENCY REPRESENTATIVE [Signature]		TITLE FWS RECORDS OFFICER	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)		
	SEE ATTACHED				

Digital Asset Management Systems

Note Modified per stakeholder review and with consent of USFWS records officer
April 2, 2009

U S Fish and Wildlife Service (USFWS) digital asset management systems (DAMS) used to ingest, annotate, catalog, store, and retrieve digital assets. These systems contain digital versions of USFWS assets, including materials and records such as public domain still photographs and line art, textual documents such as press releases and scientific reports, digital video files such as b-roll, public service announcements, and documentaries, and digital audio recordings such as interviews or wildlife sounds. These systems include electronic catalogs and repositories such as the USFWS Digital Library System, the National Conservation Training Center Conservation Library, and any other system maintained as a digital asset repository by the USFWS to make digital files available to the public or staff.

Records in the DAMS consist of 1) the digital asset itself and associated metadata such as file size and format, 2) primary metadata (title, alternative title, creator, source, publisher, contributor, language, rights, audience, and subject(s)), 3) description or abstract, 4) date created, available, issued, and/or modified, and 5) USFWS records retention schedule item number and disposition instructions.

a) Database records

- 1) Metadata associated with digital assets scheduled as temporary records in the USFWS records retention schedule

TEMPORARY Delete along with the digital asset from the digital asset management system after the retention period specified in the USFWS records retention schedule

- 2) Metadata associated with digital assets scheduled as permanent records in the USFWS records retention schedule

a) Metadata associated with digital assets in a NARA-approved format for the transfer of permanent digital records

PERMANENT Transfer associated metadata along with digital asset to NARA in five-year blocks when the most recent record in the block has been in the DAMS for five years

b) Metadata associated with digital assets not in a NARA-approved format for the transfer of permanent digital records

Disposition not authorized Retain associated metadata along with digital asset in the DAMS

- 3) Metadata associated with digital assets that are records and unscheduled

Disposition not authorized Retain associated metadata and asset files in the DAMS

- 4) Metadata associated with nonrecord digital assets

TEMPORARY Destroy along with associated digital asset when superseded, updated, replaced, or no longer applicable