

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-330-08-4	DATE RECEIVED 1/11/08
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Management and Declassification Division, ESD, WHS		DATE <i>10-16-09</i> ARCHIVIST OF THE UNITED STATES <i>Michael King</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Luz D Ortiz	5. TELEPHONE (703) 696-4959		

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 18 page(s) are not now needed for the business of 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,

is not required; is attached, or has been requested.

DATE 1/9/2008	SIGNATURE OF AGENCY REPRESENTATIVE Robert Storer <i>Robert Storer</i>	TITLE OSD Records Administrator
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND This schedule applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD The attached pages identify visual information records produced by DoD Schedule will be published in DoD 5040 06 M-3, Visual Information (VI) Records Schedule with additional records guidance</p>		

Table C2 T1. VI Production Materials

Category		Records Are	Disposition Instructions
<p>C2 T1 1 Linear and non-linear productions that meet one of the following criteria</p> <p>A Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a component thereof</p> <p>B Depict or convey information about current or historical events involving the Department of Defense</p> <p>C 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 used primarily by either the U S military, foreign armed forces, or pro- and anti-U S non-governmental armed organizations</p>	A Record elements	Permanent	Transfer the production master immediately to a DoD records center Offer these productions to the National Archives in annual blocks 10 years after accessioning or when digitized in high resolution and saved on a durable storage medium in an industry-standard file format, whichever is sooner If a production is still “current” at the time of transfer to the National Archives or has been used within the prior 3 years, the records center should forward the record archival master and a copy and retain the dub master or duplicate negative plus a reference copy until 3 years after a currency review determines the production to be “non-current ”
	B Other than record elements	Temporary	This is non-record material that can be disposed of when no longer needed
C2 T1 2 Linear and non-linear productions that do NOT meet the criteria described in Item 2-1-1 ¹		Temporary	Destroy when no longer needed in accordance with any applicable governing contractual provisions

¹ Category C2 T1 1 productions are DoD-produced or DoD-contracted for productions whose subject matter is of unique interest or relevance to the Department of Defense Category C2 T1 2 productions are normally off-the-shelf productions purchased by the Department of Defense whose subject matter is not specifically DoD-related Examples would be productions on the Windows XP operating system, repair of computers, the nursing care of surgery patients, the proper disposal of common hazardous chemicals, or the effects of alcohol on the ability to drive safely

Category		Records are	Disposition Instructions
C2 T1 3 Other production-related material (as described in paragraph C2 T1 4) that	A Has been selected for accessioning in accordance with DoD 5040 6-M-1 (Reference (d)) DLT criteria	To be determined as either permanent or disposable on an individual record basis by NARA PERMANENT (PER AGREEMENT WITH LUZ ORTIZ 5/5/2009)	Send the material to a DoD records center along with any available documentation upon either transfer of the completed production to Joint Visual Information Services Distribution Activity, upon completion of distribution, or upon cancellation of the production Offer this material to the National Archives 5 years after accessioning or when digitized in high resolution and saved on a durable storage medium in an industry standard file format, whichever is sooner
	B Has been rejected for accessioning in accordance with Reference (d) DLT criteria	Temporary	Retain until either transfer of the completed production to the Joint Visual Distribution Activity, completion of distribution, or cancellation of the production Then destroy when no longer needed
C2 T1 4 Master production folder created by the production activity or proponent (for contracted productions) for	A Completed productions	Same disposition as the completed production INSTRUCTION	Transfer the production folder to a DoD records center when the related production is sent to the records center Transfer to the National Archives when the related production is sent to the National Archives If the related production is authorized for destruction, destroy the folder when the production is destroyed
	B Cancelled productions	Temporary	Destroy 3 years after date of cancellation
C2 T1 5 Other copies of the production folder		Temporary	Destroy when no longer needed Non-record material

REMOVED PER LUZ ORTIZ 5/5/2009

Table C3.T1 Motion Documentation Imagery (Electronically-Recorded Material)

Category		Records are	Disposition Instructions
C3 T1 1 Camera original motion media recorded in the field by a DoD camera operator		Temporary unless part of an archival set	Retain until evaluated for accessioning and any selected material has been copied to or incorporated within an archival set For camera originals not designated as archival masters, dispose of the camera original after creation of the archival master in accordance with Service instructions
C3 T1 2 Motion media record material copied or extracted from camera original video that	A Has been selected for accessioning in accordance with Reference (d) DLT criteria	Permanent	Copy VI material selected for accessioning to an archival master set for retention at a DoD records center Offer the set to the National Archives 5 years after accessioning or when digitized in high resolution and saved on a durable storage medium in an industry standard file format, whichever is sooner If there are individual records that have been used within 3 years prior to transfer to the National Archives, the records center should forward the record archival master and a copy and retain a dub master and a reference copy until either 10 years after the year the imagery was originally accessioned or 3 years after last use, whichever is later
	B Has been rejected for accessioning in accordance with Reference (d) DLT criteria	Temporary	Destroy when no longer needed

C3 T1 3 Camera Original Recordings of WSI that	A Depict the following subjects 1 Collateral damage to sensitive sites and structures adjacent to targets, such as churches and other religious structures, medical facilities, museums, art galleries, zoos, archival facilities, embassies, residential buildings, monuments, schools and universities, etc 2 Targeted sites, the nature of which have become a matter of public dispute and media interest 3. WSI OF SUCCESSFUL STRIKES	To be determined as either permanent or disposable on an individual record basis by NARA PERMANENT (PER LUZ ORTIZ 5/5/2009)	Send these recordings to a DoD records center in accordance with Chapters 3, 4, and 5 of Reference (b) The records center shall create an archival set of these recordings Offer the records to the National Archives 5 years after accessioning or when the imagery has been digitized in high resolution and saved on a durable storage medium in an industry standard file format, whichever is sooner (PER LUZ ORTIZ 5/5/2009)
	B Do not depict the subjects listed in A	Temporary	Destroy when no longer needed

C3 T1 4 Edited WSI digital video clips created from camera original WSI that are	A Unmasked to show security classified data such as the weapon system launching platform's angle of attack, altitude, direction, speed, and similar type data	To be determined as either permanent or disposable on an individual record basis by NARA	Send these WSI clips to a DoD records center in accordance with Chapters 3, 4, and 5 of Reference (b) Offer the records to the National Archives 5 years after accessioning or when saved on a durable storage medium in an industry-standard file format, whichever is sooner Individual WSI clips rejected by NARA shall be disposed of in accordance with the instructions of the primary interest Component in coordination with the records center
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	B Masked to hide security classified data so that the clips can be used in public presentations and made available to the news media	Permanent	Send these WSI clips to a DoD records center in accordance with Chapters 3, 4, and 5 of Reference (b) Transfer a copy of the clips to the National Archives 5 years after accessioning or when saved on a durable storage medium in an industry-standard file format, whichever is sooner Copies retained by the records center for reference purposes, after transfer of the record copy to NARA, can be disposed of when no longer needed ²
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²The different disposition instructions for unmasked and masked WSI clips reflect the following considerations First, there will always be a much larger number of unmasked WSI clips than masked clips because all masked clips are created from a select and fairly small number of unmasked clips Second, many of the unmasked clips will be repetitive since they will show either different weapons platforms delivering ordnance to the same target at nearly the same time (e.g., multiple aircraft with the same mission launching ordnance at the same target at the same day and time) or the same target being hit each time target damage from previous ordnance deliveries has been repaired. Third, masked WSI clips are unmasked WSI clips edited to remove the security classification annotations from the video so that the clip can be released to the public Typically, these clips are used in public briefings and presentations and also released to the national news media Often, they are of interest to the national news media because either the target was important or the target generated controversy because of either mistargeting or allegations of major collateral damage

C3 T1 5 Edited video masters recorded from camera original media at the designated central DoD imagery collection point	To be determined as either permanent or disposable on an individual record basis by NARA PERMANENT (PER LUZ ORT.2 5/5/09)	Transfer masters selected for accessioning to a DoD records center Offer the records to the National Archives 5 years after accessioning or when the video is digitized in high resolution and saved on a durable storage medium in an industry standard file format, whichever is sooner If there are individual records that have been used within 3 years prior to transfer, the records center should forward the record archival master and a copy to the National Archives and retain a dub master and a reference copy until either 10 years after the imagery was originally accessioned or 3 years after last use, whichever is later
C3 T1 6 Televised video transmissions relating to DoD activities or military operations that are recorded at a downlink site as opposed to the origin site or source of the transmissions	Temporary, unless the earliest generation copy of the transmission	Destroy when either the earliest generation version is accessioned into the DoD VI Records Center or disposed of in accordance with Reference (d) If the downlink recording is the only copy of such video transmissions, follow the instructions at C3 T1 2
C3 T1 7 Video imagery included as part of a project file, case file, report, or similar type of record	Temporary	Destroy in accordance with the DoD Component or Agency disposition instructions applicable to the records of which they are a part INSTRUCTION
C3 T1 8 Motion imagery not described in the above items	Temporary	Destroy when no longer needed
C3 T1 9 Imagery transferred by electronic or visual processes to film for purposes of archival preservation	Temporary	Destroy after verifying that the quality of the archival preservation film master is satisfactory

Table C3.T2. Motion Documentation Imagery (Motion Picture Film)

Category		Records are	Disposition Instructions
C3 T2 1 Motion Picture (MOPIC) film recorded by camera operators in Service Major Commands, bases, facilities, ships, or RDT&E sites that	A Has been selected for accessioning in accordance with Reference (d) DLT criteria	Permanent	Send film record elements to a DoD records center Offer the archival master set to the National Archives 5 years after accessioning or when the film has been digitized in high resolution and saved on a durable storage medium in an industry standard file format, whichever is sooner If there are individual records that have been used within 3 years prior to transfer, the records center should forward the MOPIC film record archival set to the National Archives and retain a video dub master and a reference copy until either 10 years after the imagery was originally accessioned or 3 years after last use, whichever is later
	B Has been rejected for accessioning in accordance with Reference (d) DLT criteria	Temporary	Destroy the film once a decision has been made not to select it for accessioning
C3 T2 2 Film copies of imagery originally recorded on video and transferred by electronic or visual processes to film for purposes of archival preservation		Permanent	Transfer the archival film master to the National Archives in annual blocks 10 years after the year the film is accessioned

Table C4.T1. Sound Recordings

Category	Records are	Disposition Instructions
<p>C4 T1 1 Audio productions (including spot announcements) either produced within or acquired by the Department of Defense that</p> <p>C4-T1 1 1 Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a component thereof, or</p> <p>C4-T1 1 2 Depict or convey information about current or historical events involving the Department of Defense, or</p> <p>C4 T1 3 Communicate information or instructions to foreign armed forces, non-governmental organizations, and civilians in areas where U S forces are deployed</p>	<p>Permanent</p>	<p>Transfer to a DoD records center when 2 years old or no longer needed for current use, whichever is sooner Transfer these productions to the National Archives either 10 years after accessioning or after they have been digitized in high resolution and saved on a durable storage medium in an industry standard file format, whichever is sooner If there are individual productions that have been used within 3 years prior to transfer, the records center shall forward the record archival master set to the National Archives and retain a dub master and a reference copy until either 10 years after the production was accessioned or 3 years after last use, whichever is later</p>

C4 T1 2 Audio productions acquired by the Department of Defense that do not meet the criteria in C4 T1 1, including productions acquired for purposes of entertainment or recreation and recorded music used for broadcasting		Temporary	Destroy when no longer needed, in accordance with any applicable governing contractual provisions
C4 T1 3 Audio tapes related to a slide/tape set		The same as the related slide/tape set	Retain as part of the slide/tape production INSTRUCTION
C4 T1 4 Master production files for	A Completed audio productions	The same as the related production	Transfer the production folder to a DoD records center when the related production is sent to the records center. Transfer to the National Archives when the related production is sent to the National Archives. If the related production is authorized for destruction, destroy the folder upon destruction of the production. INSTRUCTION
	B Canceled audio productions	Temporary	Destroy 3 years after date of cancellation
C4 T1 5 Other copies of the production files		Temporary	Destroy when no longer needed. Non-record material.
C4 T1 6 All other production material, including recorded music and sound effects		Temporary	Destroy when no longer needed. Non-record material.
C4 T1 7 Audio documentation of an event, speech, conference, ceremony, or activity that is either historically significant, attracts civilian media attention, or involves flag rank officers or high level DoD officials		Permanent	Transfer to a DoD records center when no longer needed for administrative use or when 2 years old, whichever is sooner. Transfer to the National Archives 5 years after accessioning or when the sound recordings have been digitized and saved on a durable storage medium in an industry standard file format, whichever is sooner. If there are individual records that have been used within 3 years prior to transfer, the records center shall forward the record archival master set to the National Archives and retain a dub master and a reference copy until either 10 years after the recording was accessioned or 3 years after last use, whichever is later.
C4 T1 8 Audio recordings that do not meet criteria in C4 T1 7		Temporary	Destroy when no longer needed
C4 T1 9 Audio sound effects		Disposable	Destroy when no longer needed

Table C5.T1. Still Analog Images

Category		Records Are	Disposition Instructions
C5 T1 1 Camera original photographic negatives and slides that	A Have been selected for accessioning in accordance with Reference (d) DLT criteria	Permanent	Transfer camera original slide or negative still VI record to a DoD records center along with a digitized image copy of the original slide or negative Transfer record elements to the National Archives 5 years after accessioning or when the photographs have been digitized in high resolution and saved on a durable storage medium in an industry-standard file format, whichever is sooner
	B Have been rejected for accessioning in accordance with Reference (d) DLT criteria	Temporary	Either destroy or return to the originator in accordance with applicable Service or Agency instructions
C5 T1 2 Photographs included as part of a project file, case file, report, or a similar type of record		Same disposition status as the record of which it is a part	Dispose of in accordance with the disposition instructions applicable to the records of which they are a part INSTRUCTION
C5 T1 3 Photographic print or slide collections retained in DoD offices (but not including record element materials which are to be sent to a DoD records center) containing prints or duplicate slides that are used for internal reference purposes or are approved by senior DoD officials for public or media release		Temporary	Retain individual prints or slides for as long as there is an internal need or a public or news media interest in the material, then destroy Non-record material
C5 T1 4 Film copy of an image originally recorded in still video		Same disposition as the camera original	Dispose of in accordance with the instructions applicable to the camera original INSTRUCTION
C5 T1 5 Photographs not described above		Temporary	Destroy when no longer needed for administrative use

Table C5.T2. Still Digital Images³

Category		Records are	Disposition Instructions	
C5 T2 1 Camera- originated “originally- digital” images	A Best available image ⁴ that	(1) Has been selected for accessioning in accordance with Reference (d) DLT criteria, or (2) Meets the criteria in paragraph C5 1 2 6 of Reference (b) ⁵ , or	Permanent	Transmit the images selected for accessioning to a DoD records center Transfer the images to the National Archives 5 years after the images have been accessioned into the records center or when saved in high resolution on a durable storage medium in an industry standard file format, whichever is sooner Retain a copy of the image at the records center until no longer needed
		(3) Has been rejected for accessioning	Temporary	Dispose of in accordance with applicable Service or Agency instructions
	B Other images that	(1) Are not the best or highest resolution version of the image	Temporary	Dispose of in accordance with applicable Service or Agency instructions once it has been determined that the image is not the best version

³Digital images offered or transferred to the National Archives in accordance with this table shall conform to the requirements specified in Reference (c) and the related NARA guidance entitled, “Expanding Acceptable Transfer Requirements. Transfer Instructions for Permanent Electronic Records – Digital Photographic Records” (Reference (e))

⁴The best available image is that version of the image with the highest resolution.

⁵According to paragraph C5 1 2 6 of Reference (b), the following categories of records should be selected for accessioning. Imagery briefing packages provided by the designated central DoD imagery collection point to the Chairman of the Joint Chiefs of Staff or the Assistant Secretary of Defense (Public Affairs) (ASD(PA)), images downloaded by large numbers of users, images known to have been used in making key decisions or in briefings by or to the Secretary of Defense or the Chairman of the Joint Chiefs of Staff, images made available by the ASD(PA) to the news media, edited video clips created from video media received by the designated central DoD imagery collection point, WSI transmitted from field areas of operations to the designated central DoD imagery collection point and recorded by it, and video clips that have been made available to news media representatives

Category		Records are	Disposition Instructions	
C5 T2 2 Digital copies of camera originated originally- analog images where	A A camera original analog image exists	(1) Digital image copies created at a DoD records center or sent to a DoD records center	Permanent	Transfer to the National Archives along with the related camera original analog image Retain a copy of the image at the records center until no longer needed
		(2) Digital image copies retained elsewhere	Temporary	Dispose of in accordance with applicable Service instructions once the camera original analog images and related record elements have either been accessioned into a DoD records center or rejected for accessioning
	B A camera original analog image does not exist and digital copies are	(1) Received from camera operators or installations in the field and are selected for accessioning in accordance with Reference (d) DLT criteria	Permanent	Transfer the images selected for accessioning to the National Archives 5 years after the images have been accessioned into a DoD records center or when saved in high resolution on a durable storage medium in an industry-standard file format, whichever is sooner Retain a copy of the image at the records center until no longer needed
		(2) Received at the central DoD imagery collection point from camera operators or installations in the field, but do not meet the criteria of C5 T2 2- B (1)	Temporary	Dispose of in accordance with applicable Service or Agency instructions
		(3) Received at the central DoD imagery collection point from camera operators in the field and meet the criteria contained in paragraph C5 1 2 6 of Reference (b)	Permanent	Annotate images for accessioning Transfer the images to the National Archives 5 years after the images have been accessioned into a DoD records center or when saved in high resolution on a durable medium in an industry-standard file format, whichever is sooner Retain a copy of the image at the records center until no longer needed
		(4) Received at the central DoD imagery collection point C, but do not meet the criteria of either C5 T2 2-B (1) or (3)	Temporary	Dispose of in accordance with applicable Service or Agency instructions
		(5) Are located at sites other than the central DoD imagery collection point, or a DoD records center	Temporary	After non-selection for accessioning, dispose of in accordance with applicable Service or Agency instructions

Category	Records are	Disposition Instructions
C5 T2 3 Digital images included in a report, briefing, document, computer case file, or similar type of record	Temporary	Dispose of in accordance with the applicable Service or Agency records schedule governing the record of which the images are a part
C5 T2 4 Images that differ from the camera original and were selected for accessioning because they were either released to the news media, incorporated in briefings to high-level officials and commanders, or were used as evidence in an investigation or judicial proceeding ⁶	To be determined as either permanent or temporary on an individual record basis PERMANENT (PER LUZ ORTIZ 5/5/2009)	<u>For digital images</u> Altered imagery selected for accessioning shall, if possible, include a caption annotation that lists the VIRIN(s) of the original(s) as they existed before being modified. Transmit both the originals and the altered images to a DoD records center. Offer the altered images to the National Archives 5 years after the images have been accessioned into the records center. Retain a copy of the original and altered images until no longer needed. Dispose of any images rejected by NARA in accordance with applicable Service or Agency instructions. Modified images that are not selected for accessioning may be disposed of as non-record material. <u>For computer-, hand-, or mechanically-generated printouts</u> Destroy when no longer needed

⁶ Examples in this category would include the unclassified version of a classified image in which VI has been blurred or blacked out to conceal classified information, and it was the unclassified version that was released to the news media. Also included would be such examples as an aerial landscape image overlaid with geographic grid and other map data that was used in a high-level briefing, or an image where graphic art elements, geographic data, or measurement data have been added to facilitate scientific research into the phenomena or events depicted in the image

Table C5.T3. Graphic Art⁷

Category		Records Are	Disposition Instructions
C5 T3 1 Published posters that are	<p>A Used for recruiting</p> <p>B Generated as part of a DoD program, including DoD-related safety, health, security awareness, information, or commemorative campaigns or programs</p> <p>C Messages conveying warnings, prohibitions, and mandatory actions directed toward DoD personnel</p> <p>D Generated to publicize, or included in, a DoD production or compilation that has a production identification number (PIN)</p>	1 Proponent or creating office or Unit	<p>Permanent</p> <p><u>For printed copy</u> The proponent or creating office or organizational entity shall transfer two copies of the poster to a DoD records center when the poster is initially distributed. <i>TRANSFER 2 COPIES TO NARA UPON RECEIPT AT DoD RECORDS CENTER</i></p> <p><u>For photographs or digital images of the posters</u> <i>(PER LUZ ORTIZ 5/5/2009)</i> Transmit photographs and imagery selected for accessioning to a DoD records center. Transfer record material to the National Archives 5 years after the photographs and images have been accessioned into a DoD records center or sooner if mutually agreeable to both the records center and NARA. Retain a digital image copy of the posters at the records center until no longer needed.</p>
		2 Other offices or units	<p>Temporary</p> <p>Destroy when no longer needed</p>

⁷Graphic art items offered or transferred to the National Archives in accordance with this table shall conform to the requirements specified in Reference (c). Digital image versions or copies of such items shall also conform to Reference (e).

Category				Records are	Disposition Instructions
C5 T3 2 Graphic art works that meet any of the following criteria	<p>A Are used for recruiting</p> <p>B Depict DoD-related events, places, persons, activities, equipment, or weapons and meet Reference (d) DLT criteria for accessioning</p> <p>C Are included in or generated as part of a DoD production, a DoD publication, or a compilation that has either a PIN or a production approval number (PAN)</p> <p>D Portray DoD organizational or unit insignia, logos, or other designators</p>	<p>1 And are hand-drawn or mechanically-drawn artistic works such as animation cells, drawings, paintings, photo montages, statues, sculptures, etc</p>	a Physical original	Not covered by this schedule ⁸	

⁸Unlike other types of VI, art objects (as distinct from analog or digital images of such art objects) normally are treated as museum objects or wall decorations and not as VI records. Typically, they reside either in museums or at the organizational entity that created or commissioned them and do not move across organizations as VI records typically do. Consequently, they have been excluded from this schedule.

Category			Records are	Disposition Instructions	
C5 T3 2 Graphic art works that meet any of the following criteria	A Are used for recruiting B Depict DoD-related events, places, persons, activities, equipment, or weapons and meet Reference (d) DLT criteria for accessioning C Are included in or generated as part of a DoD production, a DoD publication, or a compilation that has either a PIN or a PAN D Portray DoD organizational or unit insignia, logos, or other designators	1 And are computer-generated graphic art works such as charts, cartoons, graphs, graphics, montages, etc	a For digital files of the artwork selected for accessioning to a DoD records center	Permanent	Save in the native file format of the final products If the artwork is in vector as opposed to raster formats, save the vector artwork as a PDF, AI, or EPS file Transmit imagery to a DoD records center Transfer images or files to the National Archives 5 years after the images have been accessioned into the records center Retain a digital copy of the artwork at the records center until no longer needed
			b For computer-generated printouts c For digital files not selected for accessioning	Temporary	Destroy when no longer needed
		2 And are digitally-generated three-dimensional appearing objects such as holographs and animations	a For digital files selected for accessioning to a DoD records center	Permanent	Save in the native file format of the final products Transmit files to a DoD records center Transfer files to the National Archives 5 years after they have been accessioned into a DoD records center Retain a digital copy of the file at the records center until no longer needed
			b For digital files not selected for accessioning	Temporary	Destroy when no longer needed
C5 T3 3 Artistic works that do not meet the criteria of C5 T3 1 or C5 T3 2			Temporary	Dispose of in accordance with applicable Service or Agency instructions	

Table C6.T1 Digital VI Collections

Category	Records are	Disposition Instructions
C6 T1 1 Compilations on disc media	To be determined as either permanent or disposable on an individual record basis by NARA	Transfer the master, four copies, and the edited pre-master media from which the master was made to the DoD VI Records Center when distribution is completed Offer the master and the edited pre-master media to the National Archives 5 years after accessioning Destroy other copies when no longer needed PERMANENT (PER LUZ ORTIZ 5/5/2009)
C6 T1 2 Digital imagery collections maintained at the designated central DoD imagery collection point	Temporary	Delete imagery when 6 months old or no longer active provided that records to be accessioned have been forwarded to a records center
C6 T1 3 Digital imagery maintained at a DoD records center		See Table C3 T1 for motion imagery clips and Table C5 T2 for still images
C6 T1 4 Digital imagery collections maintained at the Defense Special Weapons Agency, the Defense Intelligence Agency, the National Security Agency, or the Armed Forces Institute of Pathology	To be determined as either permanent or disposable on an individual record basis by NARA	See applicable DoD Agency Records Schedule If not covered in the specific DoD Agency Schedule, offer any individual items deleted from the collection and related caption data to the National Archives when 5 years old unless the camera originals from which the digital images in the collection were derived have already been offered to NARA PERMANENT (PER LUZ ORTIZ 5/5/2009)
C6 T1 5 Other digital imagery collections maintained elsewhere within the Department of Defense,	Temporary	Delete individual items not selected for accessioning when there is no longer an internal need or a public or news media interest in the material

and not selected for accessioning.
(per LUZ ORTIZ 5/5/2009)

Table C7.T1. Related Records

Category		Records are	Disposition Instructions
C7 T1 1 Finding aids		Same disposition as the related records	Dispose of in accordance with instructions covering the related VI records. For records transferred to the National Archives, include a copy of all relevant finding aids and any related software necessary to access the finding aids.
C7 T1 2 Captions		Same disposition as the related records	Follow the disposition instructions applicable to the imagery to which the caption data relates. Send caption data relating to accessioned material that has not been entered into a DoD records center database to a DoD records center along with the related VI records. Include the related captions along with any records that are transferred to the National Archives.
C7 T1 3 Production folders	A Master folder created by the production activity or proponent (for contracted productions) and transferred with the production to a DoD records center	Same disposition as the related records	For VI, multimedia, and slide show productions, see Table C2 T1 for disposition instructions. For audio productions, see Table C4 T1 for disposition instructions. For any production transferred to the National Archives, send the related production folder. INSTRUCTIONS
	B Copies of the production folder maintained elsewhere	Temporary	Destroy when no longer needed. Non-record material
C7 T1 4 Usage data records		Same disposition as the related records	Retain any aggregated statistical data on usage and distribution, including any available anecdotal data on decision-maker usage⁹. Transfer such records to a DoD records center when the related VI imagery is transferred to the records center, the disc media distribution is completed, or the imagery is removed from the internet. Offer these records to the National Archives when the related imagery is offered to the National Archives. INSTRUCTIONS

⁹When the President, Secretary of State, Secretary of Defense, Chairman of the Joint Chiefs of Staff, Commanders of the Combatant Commands, and other major decision-makers use or view specific photos in briefings or public presentations, annotate the caption to that effect or include a note in the related production folder.