



# Department of Defense MANUAL

NUMBER 5040.06, Volume 3  
September 25, 2008

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ASD(PA)

SUBJECT: Visual Information (VI), Volume 3, VI Records Schedule

References: See Enclosure 1

## 1. PURPOSE

a. DoD Manual (DoDM) 5040.06 provides guidance and prescribes procedures for recording, captioning, handling, preserving, and storing VI records to maximize the usefulness of VI to both the DoD mission and the historical record. The guidance and procedures authorized by DoDM 5040.06 are contained in four separate volumes: "Decision Logic Table Instructions for Recording and Handling Visual Information Material," "Instructions for Handling Visual Information Material," "VI Records Schedule," and "Department of Defense Imagery and Caption Style Guide," currently in development.

b. This Volume is issued pursuant to the authority of DoD Instruction 5040.6 (Reference (a)). It designates VI records as either archival or temporary. Once approved by the National Archives and Records Administration (NARA), this Volume, as a records schedule, will provide legal authorization for the destruction of disposable VI records.

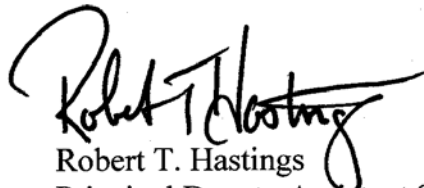
c. This Volume cancels Attachment 3 of ASD(PA) Directives-Type Memorandum (Reference (b)).

## 2. APPLICABILITY

a. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint 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 Department of Defense (hereafter referred to collectively as the "DoD Components"). The Manual is mandatory for use by all DoD Components. The Heads of the DoD Components and their designees may issue supplementary guidelines and instructions as necessary.

b. This Volume does not cover the VI media, content, or organizations listed in Enclosure 2.

3. DEFINITIONS. See Glossary.
4. PROCEDURES. See Enclosure 3.
5. RELEASABILITY. UNLIMITED. This Volume is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.
6. EFFECTIVE DATE. This Volume is effective immediately, except that, as noted above, provisions relating to the disposal of records will not be effective until separately approved by NARA.



Robert T. Hastings  
Principal Deputy Assistant Secretary  
of Defense for Public Affairs

Enclosures

1. References
  2. Exclusions
  3. Procedures
  4. VI Production Material
  5. Other-Than-Production Motion Imagery
  6. Sound Recordings
  7. Still Imagery
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- Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 5040.6, “Life-Cycle Management of DoD Visual Information (VI),” April 10, 2001
- (b) ASD(PA) Directives Type Memorandum, “Lifecycle Management of DoD Visual Information,” April 5, 2001, Attachment 3: “Visual Information (VI) Records Schedule,” (hereby canceled)
- (c) Federal Acquisition Regulations, Part 52, “Solicitation Provisions and Contract Clauses”
- (d) Executive Order 12951, “Release of Imagery Acquired by Space-Based National Intelligence Reconnaissance Systems,” February 22, 1995
- (e) National Archives and Records Administration Guidance, “Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records – Digital Photographic Records” current edition<sup>1</sup>
- (f) DoD 5040.6-M-2, “Instructions for Handling Visual Information (VI) Material,” April 20, 2005
- (g) Section 1228.270 of title 36, Code of Federal Regulations
- (h) DoD 5040.6-M-1, “Decision Logic Table Instructions for Recording and Handling Visual Information Material,” October 21, 2002
- (i) Section 3301 of title 44, United States Code

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<sup>1</sup> Available at <http://www.archives.gov/records-mgmt/initiatives/digital-photo-records.html>

ENCLOSURE 2

EXCLUSIONS

Unless otherwise noted, the provisions of this Volume do not apply as described in this enclosure.

1. MEDIA-RELATED

- a. Photomechanical reproductions and photocopies.
- b. Maps and other geodetic products.
- c. X-rays.
- d. Microfilm.
- e. Microfiche.
- f. Mixed media packages with a predominance of text.

2. CONTENT-RELATED

- a. Command and control imagery created as a function of weapons system operations.
- b. Imagery collected or generated exclusively for surveillance, reconnaissance, cryptologic, or intelligence purposes.
- c. Imagery gathered pursuant to criminal investigations and other legal evidentiary procedures.
- d. Medical diagnostic imagery, including x-rays, ultrasound, computerized axial tomography, magnetic resonance imaging, and nuclear medical scans.
- e. Imagery incorporated into case files, project files, and similar type records where the imagery is an integral part of the file or record and can be properly understood only in the context of the other material in the file or record. Examples include photographs of a crime scene incorporated into a criminal case file or instrumentation imagery incorporated into a research, development, test, and evaluation (RDT&E) project file.
- f. Contractor bid or proposal imagery, marked in accordance with part 52 of the Federal Acquisition Regulations (Reference (c)).

3. ORGANIZATION-RELATED

a. Except as provided at section 4 of this enclosure, this Volume does not apply to:

- (1) The American Forces Radio and Television Service.
- (2) The broadcasting services of the Military Departments.
- (3) Activities engaged in or supporting RDT&E.
- (4) Military exchanges and exchange services.
- (5) Military morale, welfare, and recreation programs.
- (6) The Defense Commissary Agency.
- (7) The Navy Motion Picture Service.

b. Except as provided in section 4, this Volume does not apply to imagery generated or received by the following DoD organizations:

- (1) Armed Forces Institute of Pathology.
- (2) Defense Intelligence Agency.
- (3) Defense Threat Reduction Agency.
- (4) National Reconnaissance Office.
- (5) National Geospatial Intelligence Agency.
- (6) National Security Agency.

4. EXCEPTIONS

a. Except for imagery described in Executive Order 12951 (Reference (d)), the provisions of this Volume apply, without regard to the exclusions above, to VI that documents:

- (1) News events reported in the media.
- (2) Combat operations.
- (3) Major peacetime operations such as peacekeeping operations, responses to major disasters, and evacuations of civilians from overseas trouble spots.

- (4) The physical and environmental effects of combat, terrorist activities, or natural disasters.
- (5) The physical environment in which military operations are planned or take place.
- (6) The activities or presence of distinguished visitors at sites of military operations.
- (7) War crimes, acts of terrorism or sabotage, aircraft crashes, accidental firings or launchings of major weapons, ship collisions or sinkings, or nuclear weapons mishaps.
- (8) Crimes, motor vehicle accidents, workplace accidents, or other incidents that involve DoD personnel or take place on DoD sites or facilities, and that:
  - (a) Involve distinguished visitors.
  - (b) Result in deaths or life-threatening injuries.
  - (c) Result in significant damage to DoD property or facilities, or to a large number of vehicles.
  - (d) Result in major courts-martial, civilian criminal prosecutions, or lawsuits for significant property damage.
  - (e) Attract the non-routine attention of local or national news media.
- (9) Ceremonies, parades, or other events marking significant:
  - (a) Changes of command or retirements.
  - (b) Presentations of honors or awards.
  - (c) Aircraft or other major equipment rollouts.
  - (d) Ship launchings, christenings, commissionings, or decommissionings.
  - (e) Distinguished visitor arrivals or departures.
  - (f) International-level sporting events.
  - (g) Celebrity entertainment events.
- (10) Professional conferences, meetings, or seminars; public speeches, lectures, or video history interviews; or other presentations involving:
  - (a) Current or former flag-rank officers or senior civilian officials.



(b) Recognized authorities in a field of military interest.

(c) Participants in or eyewitnesses to historically important events within the Department of Defense or relating to subjects of major DoD or national news media interest.

(d) Present or former DoD personnel who achieved media fame or notoriety.

(11) First launches, flights, or other uses of major pieces of equipment, major mishaps or malfunctions involving such equipment, or the appearance of phenomena of scientific importance.

(12) Other events or activities of potential historical significance.

b. Except for imagery described in the NARA Guidance, "Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records – Digital Photographic Records (Reference (e)), the provisions of this Volume apply, without regard to the exclusions listed in sections 1 through 3 of this enclosure, to VI used to create DoD productions.

ENCLOSURE 3

PROCEDURES

1. PURPOSE. The VI Records Schedule performs three functions:

- a. Designates what VI material is or is not considered record material.
- b. Designates what VI records are archival (permanent) and what VI records are temporary.
- c. Provides legal authorization for the destruction after a specified period of time of those VI records designated as temporary.

2. USING THIS RECORDS SCHEDULE. To use this schedule, locate the enclosure in this Volume (see paragraph 3) that describes the general VI category of interest. Each enclosure consists of:

- a. A description of each subcategory of records within.
- b. Tables that list each specific type of record within each subcategory, along with the designation of the record as either permanent or temporary and the appropriate disposition instructions.
- c. With few exceptions, the disposition instructions assume that the records are already in the possession of a records center. Instructions for camera operators and others (both individuals and organizations) who have VI records in their possession are contained in DoD 5040.6-M-2 (Reference (f)).
- d. Categories of records designated as “temporary” may be disposed of in any manner the originating DoD Component may wish. This includes disposal by the records center with custody of the records; return of the records to the originator; or donation of the records to a museum or institution interested in the material. In such cases, the originating Component shall consult with the organizational entity that has physical possession of the VI records and mutually determine the appropriate mode of disposition for the records in question.
- e. Transfers of records to NARA under this records schedule shall take place according to a mutually acceptable agreement between the records center in possession of the records and NARA concerning the dates and mode of transfer as well as the date ranges, quantities, subjects, and formats of the records to be transferred. Electronic records offered or transferred to NARA in accordance with this schedule shall conform to the requirements specified in section 1228.270 of title 36, Code of Federal Regulations (Reference (g)).

3. STRUCTURE. This records schedule is divided into six sections:
  - a. VI Production Material (Enclosure 4).
  - b. Other-Than-Production Motion Imagery (Enclosure 5).
  - c. Sound Recordings (Enclosure 6).
  - d. Still Imagery (Enclosure 7).
  - e. Digital VI Collections (Enclosure 8).
  - f. Related Records (Enclosure 9).
  
4. COMMENTS AND CHANGES. Send recommended changes to the Manual to:

Office of the Assistant Secretary of Defense for Public Affairs  
Room 2E556  
1400 Defense Pentagon  
Washington, DC 20301-1400

ENCLOSURE 4

VI PRODUCTION MATERIAL

1. GENERAL. VI Production material includes linear productions; non-linear productions; and other production material, including film and/or video shot for a production that was never completed, and related outtakes and trims. Both linear and non-linear productions can be produced within the Department of Defense, acquired via contract, or purchased “off-the-shelf” from outside contractors.

a. Linear Productions. Scripted motion picture (MOPIC) film and video productions, such as video informational and training products, spot announcements, and advertisements. Linear productions on disc may also contain material related to the production but not part of it, such as interviews with the actors and others about the production and the events depicted therein, scenes left on the cutting room floor, and reference material related to the places or events depicted in the production or to how certain special effects were produced. The record elements of such productions are:

(1) Film. The cut camera original with a separate optical sound track, an intermediate positive or duplicate negative plus sound track, and a projection print.

(2) Video. The edited master, a duplication master, and a duplicate copy.

(3) Disc Media (such as CD-ROMs and DVDs). The original film, video, still media, and sound recordings from which the linear audiovisual production and other material on the disc were compiled, plus the finished disc master and a copy.

b. Non-linear Productions. Interactive productions, simulations, computer games, and virtual reality scenarios. The record elements of such productions are the original film or video segments; photographs, graphics, and sound recordings from which the scenes in the multimedia production were compiled; software and related documentation necessary to run the program; the finished disc master; and a copy. In those cases where specific equipment is required to display or interact with the production content (as is the case with certain training simulations), the necessary hardware should be retained until either the related production is disposed of or the production has been copied to a format that is hardware independent.

c. Other Production-related Material. Includes the unedited outtakes and trims of DoD productions; material specifically shot for a DoD production that was never completed; animation cells not included in a production; and similar production-related material not actually incorporated into a completed production. Such material may have potential use as stock imagery. This material may be either still or motion imagery in any physical medium.

2. DISPOSITION INSTRUCTIONS. See Table 1.

Table 1. VI Production Materials Disposition

Category		Records Are	Disposition Instructions
<p>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>	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.”
	Other Than Record Elements	Temporary	This is non-record material that can be disposed of when no longer needed.
2. Linear and non-linear productions that do NOT meet the criteria described in Category 1. <sup>1</sup>		Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is “Destroy” when no longer needed in accordance with any applicable governing contractual provisions.)
<p><sup>1</sup>Category 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 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.</p>			

Table 1. VI Production Materials Disposition (continued)

Category		Records are	Disposition Instructions
3. Other production-related material (as described in Category 4) that:	a. Has been selected for accessioning in accordance with DoD 5040.6-M-1 (Reference (h)) decision logic table (DLT) criteria.	To be determined as either permanent or disposable on an individual record basis by NARA.	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; completion of distribution; or 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 (h) 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. Destroy when no longer needed.
4. Master production folder created by the production activity or proponent (for contracted productions) for:	a. Completed productions	Same disposition as the completed 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 when the production is destroyed.
	b. Canceled productions	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" 3 years after date of cancellation.)
5. Other copies of the production folder		Temporary	Destroy when no longer needed. Non-record material.

ENCLOSURE 5

OTHER-THAN-PRODUCTION MOTION IMAGERY

1. GENERAL. This category consists of real-time recordings on film, videotape, or disc media of events, activities, people, places, things, or phenomena. Such imagery portrays events and scenes as they actually occur and is characteristically not staged or controlled by camera operators.

a. Motion Documentation Media. Motion documentation imagery falls into two categories:

(1) Electronically-recorded Media. Electronically-recorded media include analog videotape, digital videotape, video on disk media, and video on solid state media. For electronically-recorded motion media, the archival set consists of an archival master, a dub master, and window dub. This video comes from four major sources:

(a) Joint-origin Combat Camera (COMCAM) and VI Imagery. Joint COMCAM and other VI personnel record motion imagery in the field as part of joint operations under Combatant Commands. Typically, this video documents and depicts overseas DoD military operations; actions; combat, combat support, and/or combat service support activities; and foreign facilities and sites.

(b) Weapons System Imagery (WSI). This imagery (mostly all video) depicts the delivery and impact of ordnance upon a target. It is either recorded by cameras on board the weapons launching platform at time of delivery, recorded by a surveillance device (e.g., an aircraft, ship, or remotely-piloted vehicle) soon after ordnance delivery, or transmitted from the ordnance to a recording device on a nearby aircraft, ship, or other weapons launching platform. From the camera original recordings, video clips containing both the recorded image and “heads up” or weapons system display data are created for subsequent online storage, transmission, and use. Because of the demands of combat operations, videotapes are commonly reused after the video clips are created. However, camera original recordings shall be retained if they depict:

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

2. Targeted sites, the nature of which has become a matter of public dispute and media interest.

(c) Service-origin COMCAM and VI Imagery. Service COMCAM and VI personnel record motion imagery in the field or at Service facilities as part of a Service operation. Typically, this imagery documents Service-unique training exercises, deployments, and continental U.S. (CONUS)-based combat service support activities.

(d) Local-origin Imagery. Civilian, contract, and military camera operators generally record motion imagery at or near their home posts, bases, ships, and other sustaining base installations. Typically, this video documents local activities, ceremonies, events, and actions. In some cases, it includes RDT&E imagery

(2) MOPIC Film. Documentation MOPIC film recording consists almost exclusively of RDT&E footage that is normally retained at RDT&E sites or sent to a DoD records center for records center storage.

b. Record Elements. Record elements of motion documentation imagery are:

(1) Electronically-recorded Media. The archival master, a dub master, and a reference dub.

(2) MOPIC Film. The camera original with sound track (if any), an intermediate positive or duplicate negative plus sound track, and either a projection print or a video dub.

2. DISPOSITION INSTRUCTIONS. See Tables 2 and 3.



Table 2. Motion Documentation Imagery (Electronically-Recorded Material) Disposition

Category		Records are:	Disposition Instructions
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.
2. Motion media record material copied or extracted from camera original video that:	a. Has been selected for accessioning in accordance with Reference (h) 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 (h) DLT criteria.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" when no longer needed.)
3. Camera original recordings of WSI that:	a. Depict collateral damage to sensitive sites and structures adjacent to targets (e.g., churches and other religious structures, medical facilities, museums, art galleries, zoos, archival facilities, embassies, residential buildings, monuments, schools and universities)	To be determined as either permanent or disposable on an individual record basis by NARA.	Send these recordings to a DoD records center in accordance with Chapters 3, 4, and 5 of Reference (f). 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.

Table 2. Motion Documentation Imagery (Electronically-Recorded Material) Disposition (continued)

Category		Records are:	Disposition Instructions
	b. Depict targeted sites, the nature of which have become a matter of public dispute and media interest.		
	c. Do not depict these subjects.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. [Requested disposition is Destroy when no longer needed.]
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 (f). 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 DoD Component in coordination with the records center.
	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 (f). 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. <sup>1</sup>
<p><sup>1</sup>The different disposition instructions for unmasked and masked WSI clips reflect these considerations: (1) 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. (2) 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. (3) 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 mis-targeting or allegations of major collateral damage.</p>			

Table 2. Motion Documentation Imagery (Electronically-Recorded Material) Disposition (continued)

Category	Records are:	Disposition Instructions
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.	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.
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 (h). If the downlink recording is the only copy of such video transmissions, follow the instructions for Category 2.
7. Video imagery included as part of a project file, case file, report, or similar type of record.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" in accordance with the DoD Component or Agency disposition instructions applicable to the records of which they are a part.)
8. Motion imagery not described in the above items.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" when no longer needed.)
9. Imagery transferred by electronic or visual processes to film for purposes of archival preservation.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" after verifying that the quality of the archival preservation film master is satisfactory.)

Table 3. Motion Documentation Imagery (MOPIC Film) Disposition

Category		Records are	Disposition Instructions
1. 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 (h) DLT criteria.	Permanent	Send MOPIC 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 (h) DLT criteria.	Temporary	Destroy the MOPIC film once a decision has been made not to select it for accessioning.
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.

ENCLOSURE 6

SOUND RECORDINGS

1. GENERAL. Sound recordings include audio productions and audio recordings. Audio recordings can be either audio documentation or sound effects.

a. Audio Productions. Self-contained sets of sounds with continuity that are developed according to a plan or script for conveying information, music, or sounds to facilitate communicating with an audience. Audio productions can include scripted radio broadcasts, spot announcements, and audiotapes related to a slide or tape set. The record elements consist of the final edited master tape or the earliest surviving copy and two audiotape copies.

b. Audio Documentation. Live audio recording of events, activities, people, or phenomena. Such recordings contain sounds and words that are characteristically not staged or controlled by those operating the recording devices and depict events as they are actually occurring. The record elements consist of the original recording or earliest generation copy plus two audiotape copies.

c. Sound Effects. Recordings of individual sounds or groups of sounds, usually made for subsequent use in productions.

2. DISPOSITION INSTRUCTIONS. See Table 4.

Table 4. Sound Recordings Disposition

Category	Records are	Disposition Instructions
<p>1. Audio productions (including spot announcements) either produced within or acquired by the Department of Defense that:</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>
<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 to foreign armed forces, non-governmental organizations, and civilians in areas where U.S. forces are deployed.</p>

Table 4. Sound Recordings Disposition (continued)

Category		Records are	Disposition Instructions
2. Audio productions acquired by the Department of Defense that do not meet the criteria in Category 1, including productions acquired for purposes of entertainment or recreation and recorded music used for broadcasting.		Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Dispose of" when no longer needed, in accordance with any applicable governing contractual provisions.)
3. Audio tapes related to a slide or tape set.		The same as the related slide or tape set.	Retain as part of the slide or tape production.
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.
	b. Canceled audio productions.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" 3 years after date of cancellation.)
5. Other copies of the production files.		Temporary	Destroy when no longer needed. Non-record material.
6. All other production material, including recorded music and sound effects.		Temporary	Destroy when no longer needed. Non-record material.
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.
8. Audio recordings that do not meet criteria in Category 7.		Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" when no longer needed.)
9. Audio sound effects.		Disposable	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" when no longer needed.)

ENCLOSURE 7

STILL IMAGERY

1. GENERAL. Still imagery are visual representations that are recorded or rendered on a two-dimensional surface or screen by chemical, electronic, or artistic means.

2. CATEGORIES OF STILL IMAGES. Still images fall into three categories:

a. Still Analog Images. Images originally recorded in a camera as either photographic negatives or positive (usually color) transparencies that required photochemical processing.

b. Still Digital Images. Images originally recorded in a digital camera or electronically copied from another photographic or image medium. They include digital copies of analog still videos, digital still videos, digital images, digital scans of photographic slides or negatives, and framegrabs of motion video or television broadcasts. (Analog still video is an obsolete format that was in use in the late 1980s and early 1990s. Some Gulf War material was originally recorded in this format.)

c. Graphic Art. Graphic art such as paintings, statues, and computer-generated charts are not covered by this records schedule; however, imagery of artifacts and digital files are covered. Graphic art objects include representations of actual people, places, and events as well as unit seals, montages, composites, displays, exhibits, and fictional people, places, and events. Graphic art objects can be divided into four categories:

(1) Published posters;

(2) Hand- or mechanically-drawn or produced physical art objects;

(3) Photographs or digital images of the art objects; and

(4) Digitally-produced files created on a computer rather than recorded in a camera, and which exist as both digital image files and as printouts.

3. SOURCES OF STILL IMAGES

a. Still imagery comes from three major sources:

(1) Joint-origin COMCAM and VI Imagery. Joint COMCAM and VI personnel record this imagery in the field as part of a joint operation under a Combatant Command. Typically, this imagery depicts overseas DoD military operations; actions; combat, combat support, and/or combat service support activities; and foreign facilities and sites.



(2) Service-origin COMCAM and VI Imagery. Service COMCAM and VI personnel record this imagery in the field or at Service facilities as part of a Service operation. Typically, this material depicts Service-unique training exercises, deployments, and CONUS-based combat service support activities.

(3) Local Command-origin Imagery. Civilian, contract, and military camera operators generally record this imagery at or near their home posts, bases, ships, and other sustaining base installations. Typically, this material depicts local activities, ceremonies, events, weapons systems, equipment, and actions.

b. Graphic art comes from artists and graphics shops in various DoD Components.

4. RECORD ELEMENTS. The record elements of a still image (whether digital image, photograph, or graphic art work) include both the physical medium containing the still image and the related caption. For specific formats, the record elements include items unique to that format.

a. Still Photographic Negatives. The original negative, a captioned print (whenever available), and a digital copy with embedded International Press Telecommunications Council (IPTC) caption information.

b. Transparencies and Slides. The original transparency or slide, an internegative (if it exists), a duplicate slide (if it exists), and a digital copy with embedded IPTC header caption.

c. Digital Still Images. The uncompressed high-resolution digital image with embedded IPTC caption data (if available). Otherwise, a compressed high-resolution digital image with embedded IPTC caption data.

d. Graphic Art Files. A digital copy of the final graphic artwork in its native digital file format.

5. DISPOSITION INSTRUCTIONS. See Tables 5, 6, and 7.

Table 5. Still Analog Images Disposition

Category		Records Are:	Disposition Instructions
1. Camera original photographic negatives and slides that:	a. Have been selected for accessioning in accordance with Reference (h) 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 (h) DLT criteria.	Temporary	Either destroy or return to the originator in accordance with applicable Service or Agency instructions.
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.
3. Photographic print or slide collections retained in DoD offices (but not including record element materials that 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.
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.
5. Photographs not described above.		Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" when no longer needed for administrative use.)

Table 6. Still Digital Images Disposition

Category		Records are:	Disposition Instructions
1. Camera-originated "originally-digital" images.	a. Best available image <sup>1</sup> that:	(1) Has been selected for accessioning in accordance with Reference (h) DLT criteria, or  (2) Meets the criteria in paragraph C5.1.2.6. of Reference (f)	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:	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.
Digital images offered or transferred to the National Archives in accordance with this table shall conform to the requirements specified in References (e) and (g).			
<sup>1</sup> The best available image is that version of the image with the highest resolution.			
<sup>2</sup> According to paragraph C5.1.2.6. of Reference (f), 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.			

Table 6. Still Digital Images Disposition (continued)

Category		Records are:	Disposition Instructions	
2. Digital copies of camera originated originally-analog images where:	a. A camera original analog image exists as:	(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 (h) 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 the central DoD imagery collection point from camera operators or installations in the field, but are not selected for accessioning in accordance with Reference (h) DLT criteria.	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 (f)	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 Categories 2.b.(1) or 2.b.(2)	Temporary	Dispose of in accordance with applicable Service or Agency instructions.

Table 6. Still Digital Images Disposition (continued)

Category		Records are:	Disposition 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.
3. Digital images included in a report, briefing, document, computer case file, or similar type of record.		Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Dispose of" in accordance with the applicable Service or Agency records schedule governing the record of which the images are a part.)
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. <sup>3</sup>		To be determined as either permanent or temporary on an individual record basis.	<p><u>For digital images:</u> Altered imagery selected for accessioning shall, if possible, include a caption annotation that lists the Visual Information Record Identification Number(s) (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.</p> <p><u>For computer-, hand-, or mechanically-generated printouts:</u> Destroy when no longer needed.</p>
<p><sup>3</sup>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.</p>			

**Table 7. Graphic Art Disposition**

Category		Records Are:	Disposition Instructions
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><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.</p> <p><u>For photographs or digital images of the posters:</u> 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>Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is “Destroy” when no longer needed.)</p>
<p>Graphic art items offered or transferred to the National Archives in accordance with this table shall conform to the requirements specified in Reference (d). Digital image versions or copies of such items shall also conform to Reference (e).</p>			

Table 7. Graphic Art Disposition (continued)

Category				Records are:	Disposition Instructions
2. Graphic art works that meet any of the following criteria:	a. Are used for recruiting.	(1) Are hand or mechanically-drawn artistic works such as animation cels, drawings, paintings, photo montages, statues, sculptures, etc.	Physical original.	Not covered by this schedule <sup>1</sup>	
	b. Depict DoD-related events, places, persons, activities, equipment, or weapons and meet Reference (h) 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 Production Approval Number (PAN).				
	d. Portray DoD organizational or unit insignia, logos, or other designators.				
<sup>1</sup> Unlike 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.					

Table 7. Graphic Art Disposition (continued)

Category		Records are:	Disposition Instructions
2. (cont'd) Graphic art works that meet any of the following criteria:	(2) Are computer-generated graphic art works such as charts, cartoons, graphs, graphics, montages, etc.	(a) 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) Computer-generated printouts; or  (c) Digital files not selected for accessioning.	Temporary  Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. [Requested disposition is Destroy when no longer needed.]
	(3) Are digitally-generated three-dimensional appearing objects such as holographs and animations.	(a) 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.



Table 7. Graphic Art Disposition (continued)

Category				Records are:	Disposition Instructions
			(b) Digital files not selected for accessioning.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Destroy" when no longer needed.)
3. Artistic works that do not meet the criteria of Categories 1 or 2				Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. (Requested disposition is "Dispose of" in accordance with applicable Service or Agency instructions.)

ENCLOSURE 8

DIGITAL VI COLLECTIONS

1. GENERAL. The following categories of digital VI collections are covered in this enclosure:

a. Compilations. Collections of still images, motion imagery, and/or sound with related captions. They typically relate to a specific subject, theme, date, or operation; and are intended for distribution. The record elements of a compilation are the master, the edited pre-master media from which the master was made, and two copies of the master. In contrast to a simple collection, a compilation has a “value-added” quality because the imagery is put into a context that facilitates user understanding of the subject matter to which the imagery relates. Examples of compilations are the DoD CD-ROM products “War and Conflict” and “Hurricanes Katrina and Rita.”

b. Digital Imagery Collections. Collections or databases of either digital still images (in either compressed or uncompressed format) and/or selected motion scenes with related caption data. They normally serve as a ready access file for internal or public use. In many cases, they reside on a server for either local area network- or web-based access. Record elements for the digital imagery contained in such collections are defined in Enclosures 5 and 7.

2. DISPOSITION INSTRUCTIONS. See Table 8.

Table 8. Digital VI Collections Disposition

Category	Records are:	Disposition Instructions
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 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.
2. Digital imagery collections maintained at the designated central DoD imagery collection point.	Temporary	Retain until disposition instructions are approved by NARA and/or published in a subsequent version of this Volume. [Requested disposition is Delete imagery when 6 months old or no longer active provided that records to be accessioned have been forwarded to a records center.]
3. Digital imagery maintained at a DoD records center.		See Table 2 for motion imagery clips and Table 6 for still images.
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.
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.

ENCLOSURE 9

RELATED RECORDS

1. GENERAL. This enclosure covers VI record-related materials such as finding aids, captions, VI production files, and statistical usage data.

a. Finding Aids. Any of the following: database files, shelf lists, caption cards, data sheets, indexes, or other documentation in a textual, microform, or machine-readable form that is necessary or helpful in properly identifying, retrieving, or using audiovisual or VI records.

b. Caption Data. DD Form 2537, "Visual Information Caption Sheet," run sheets, and camera operator's notes in either paper or machine-readable form.

c. Production Folders. Production contracts, scripts, treatments, transcripts, and other documentation bearing on the origin, acquisition, public release, and ownership of the production.

d. Usage Data Records. Statistical, anecdotal, or summary data relating to the past and present usage, distribution, and availability of specific DoD imagery that is located at the designated central DoD imagery collection point or DoD VI Records Center, distributed on CD-ROM or other distribution media, or posted to online remote access or Internet databases.

2. DISPOSITION INSTRUCTIONS. See Table 9.

Table 9. Related Records Disposition

Category		Records are:	Disposition Instructions
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.
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.
3. Production Folders	a. Master folder created by the production activity or proponent (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 1 for disposition instructions. For audio productions, see Table 4 for disposition instructions. For any production transferred to the National Archives, send the related production folder.
	b. Copies of the production folder maintained elsewhere.	Temporary	Destroy when no longer needed. Non-record material.
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 usage. <sup>1</sup> 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.

<sup>1</sup>When 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.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(PA)	Assistant Secretary of Defense for Public Affairs
CD-ROM	Compact Disc – Read Only Memory
COMCAM	Combat Camera
CONUS	continental United States
DLT	decision logic table
DVD	digital versatile disk
IPTC	International Press Telecommunications Council
MOPIC	motion picture
NARA	National Archives and Records Administration
PAN	Production Approval Number
PIN	Production Identification Number
RDT&E	research, development, test, and evaluation
VI	visual information
VIRIN	Visual Information Record Identification Number
WSI	weapons system imagery

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Volume.

accessioning. The acts and procedures by which records are taken into the physical custody of a records center, archival agency, or other records repository.

archival. Denoting records that, because of their evidential, informational, legal, historical, or research value, have been appraised by NARA in an approved records schedule as worthy of

permanent preservation. Archival records have been or will be eventually transferred to the National Archives.

archival master. The best available version of a VI record in the custody and under the intellectual control of a VI records center. The archival master is typically stored on durable media because of the records center's determination to preserve and protect it.

archival set. A master set of media created by a VI records center to preserve VI records. What constitutes the archival set varies according to the media.

caption data. Short explanatory or descriptive data accompanying imagery. A caption should answer the "who, what, when, where, how, how many, and why" questions relative to the imagery. Caption data records include DD Form 2537; shot sheets or lists; camera operator's notes in either paper or machine-readable form; and, in digital still images, the caption field of embedded IPTC headers.

COMCAM imagery. Still and motion images of military operations, equipment, and people acquired by COMCAM forces, regardless of the medium in which the images are acquired, transmitted, or displayed.

compilation. A type of DoD production that includes a selection of discrete items of imagery and/or audio, text, and graphics arranged according to a common theme or subject and organized as a single deliverable product. Compilations are usually viewed non-linearly. Examples are the DoD CD-ROM products, "Allied Force" and "War and Conflict."

documentation imagery. Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter.

#### DoD imagery

Imagery recorded or created by DoD personnel, or persons under contract to the Department of Defense using a U.S. Government-owned or -leased camera (including devices such as cellular telephones capable of camera-like functions) or a privately-owned or -leased camera (including devices such as cellular telephones capable of camera-like functions), if performing official duties as a camera operator.

Imagery captured, seized, or confiscated by DoD personnel or persons under contract to the Department of Defense either during or in the aftermath of military operations, or in the process of enforcing international treaties, Federal law, DoD policy, or the lawful orders of a superior.

Imagery acquired by the Department of Defense through contract, donation, or transfer.

duplication. The making of copies from an earlier generation of VI materials. It includes all copies beyond the original or master copy.

graphic art. In VI, hand-drawn, mechanically-drawn, or computer-drawn art works or pictorial representations that are created rather than recorded in a camera. Examples include charts, posters, photo illustrations, photo montages, computer-generated pictures, drawings, paintings, animation cels, statues, bas-reliefs, graphs, brochures, displays, icons, logos, and exhibits.

imagery. Visual representations of persons, places, and/or things recorded and stored in any format on a physical medium.

IPTC headers. A virtual envelope around a digital image that contains information about the image. The IPTC created the standard. The information stored in the IPTC header can include the image's caption, its VIRIN, and whether or not the image has been cleared for public release.

joint COMCAM imagery. COMCAM imagery recorded in the joint environment.

linear production. A production that is designed to be viewed sequentially from beginning to end. Thus, all viewers of a linear production will see and hear identical content.

machine-readable VI record. Any VI record requiring a computer or playback device and a television or monitor for a human being to see or perceive the record.

multimedia production. A non-linear, interactive VI product using imagery and any combination of audio, text, or graphics, that is developed according to a plan or script for the purpose of conveying information to a user.

non-linear production. A production in which the sequence paths of scenes vary according to either the interactive decisions made by the individual viewer or by the random decisions of a computer.

production. In VI, a complete, linear or non-linear presentation, sequenced according to a plan or script that is created from original or stock motion or still images, with or without sound, for the purpose of conveying information to, or communicating with, an individual or audience.

production-related material. Camera original material shot for a VI production, whether it was completed or not.

record. In Federal law, any books, papers, maps, photographs, machine-readable records, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved by that agency as evidence of the functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

record element. An item of VI material that forms part of a VI record or an archival set.

reference copy. A copy of the VI record or archival master that is used in a VI records center for reference purposes.



run sheet. A list of “as shot” scenes or shot segments that contains the starting and ending footage lengths or time codes, and the “who, what, when, and where” within the scenes or shot segments. Typically, a run sheet is generated by a camera operator immediately after completion of filming or video recording.

still analog image. A chemically based image recorded in a camera as either a photographic negative or color transparency.

still digital image. Electronically based image that is recorded (either as a camera original in a digital camera or as a copy from an analog photographic or image medium) and stored as a machine-readable digital file. Still digital images include digital still videos, digital images, digital scans of photographs, and digital frame grabs of motion media or television broadcasts

still image. A visual representation or image that is recorded or rendered on a two-dimensional surface or screen by chemical, electronic, or artistic means. Still images recorded by camera operators in the field fall into three categories: still photographs, still digital images, and graphic art.

stock imagery. Existing motion imagery that has not been creatively edited.

VI. Information in the form of visual or pictorial representation of person(s), place(s), or thing(s), with or without sound. VI includes still photographs, digital still images, motion pictures, analog and digital video recordings, and hand- or computer-generated graphic art and animations that depict real or imaginary person(s), place(s), and/or thing(s), and related captions, overlays, and intellectual control data.

VI material. Still and motion film, videotape, disk, or other media that contain VI. This includes the original, intermediate, master, and any duplicate, print, reference, or dub copy.

VI media. Any films, videotapes, discs, or other physical objects that contain or are capable of containing visual information.

VI process. The life-cycle process of VI from initial recording by a camera operator or creation by a graphic artist to final disposition of the VI record.

VI record. VI with a related caption and identifying number designated as record material in accordance with the requirements of section 3301 of title 44, United States Code (Reference (i)). While a VI record resides on a physical medium, such as film, tape, drive, or disk, the record is the informational content as distinct from the medium on which it resides.

VIRIN. A DoD standard, alphanumeric designator assigned to a VI record other than a VI production. The life-cycle number used for managing VI records.

WSI. Imagery depicting delivery, impact, and effects of ordnance, such as weapons system video. It is typically acquired by means other than a hands-on camera operator. For imagery

depicting delivery and impact, the camera platform is usually either the ordnance itself or the ordnance launch vehicle. For imagery depicting the effects of ordnance, such as bomb damage assessment imagery, the camera platform is typically manned or unmanned reconnaissance aircraft. WSI does not include space-based imagery.

window dub. A duplicate of a motion VI record created with a time code window to facilitate management of the record. The window dub is an element of the archival set.