

## DoD Visual Information Schedule EXECUTIVE SUMMARY

SUBJECT: Request for Records Disposition Authority, Records Schedule: DAA-0330-2013-0014

BACKGROUND: The VI Records Schedule provides specific disposition for types of VI records and what should be transferred to the National Archives. DoD Visual information (DoD VI) is either a permanent or a temporary record. Permanent records provide important documentation of the DoD, including its combat and non-combat activities, and capture significant information. These permanent records have high-potential research \ value. Temporary records do not provide significant documentation of DoD activities because they are duplicative, excessive in coverage, lacking in metadata, or relating to routine subjects. These temporary records have little or no research value or the significant information is captured elsewhere in permanent VI records. The below table provides a quick look of the record types. However, the Records Schedule should be referred to for more detail.

### SUMMARY:

Permanent Records	Temporary Records
<b>Significant still, motion, audio recording combat VI</b> DoD VI that documents various types of events and activities related to (including pre- and post-) combat operations, missions, and engagements with an enemy within a joint or non-joint (service specific) environment and/or terrorism attacks, events, or acts	
<b>Significant still, motion, audio recording non-combat VI</b> DoD VI that documents various types of events and activities related to regular, non-combat DoD operations and missions	<b>Non-significant still, motion and/or audio recording VI</b> VI that is duplicative, excessive in coverage, non-useable for lack of metadata, or relating to routine subjects not reflective of DoD mission
<b>Mission-related news reports and/or broadcasts by U.S. military components &amp; DMA</b> DoD VI includes service specific broadcasts for television, radio, and online display/feature. Such records may also	<b>Non-significant news reports and/or broadcasts by U.S. military components &amp; DMA</b> VI that is duplicative, excessive in coverage, non-useable for lack of metadata, sound effects, relating to routine

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include those news reports and/or broadcasts that were originally created or a composite creation from within DoD	subjects not reflective of DoD mission; acquired broadcasts from commercial, network, non-DoD sources
<p><b>Graphic VI (posters) published relating to the DoD mission and history</b></p> <p>DoD VI that highlights a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message, including unit seals, montages, icons, logos, composites, displays, exhibits</p>	<p><b>Copies or draft versions of graphic VI (posters)</b></p> <p>Duplicate copies (beyond the required) of published posters or published posters lacking adequate metadata; or published posters that do not relate to the DoD mission, but instead, promote campaigns common to most government agencies</p>
<p><b>Military service &amp; DoD component specific magazines</b></p> <p>Soldiers, All Hands, Airman, and Marines but not excluding other DoD component magazines that feature useful information on operations, equipment, education and training, sports, entertainment, and policy</p>	<p><b>Copies or draft versions of graphic VI – military service &amp; DoD component specific magazines</b></p> <p>Duplicate copies (beyond the required) of published service-specific and other DoD component magazines; or such published magazines lacking adequate metadata; preliminary designs, sketches, drawings, layouts, and other production materials used in creating the magazines.</p>
<p><b>Digital artwork</b></p> <p>Digital artwork that captures combat artwork or other art relating to the DoD mission and history</p>	<p><b>Original physical artwork &amp; copies of digital artwork</b></p> <p>Original artwork relating to DoD mission &amp; history, including combat artwork or other art in various mediums; extra copies of digital artwork and photographs of original artwork</p>
<p><b>Mission-related motion and/or audio recording VI</b></p> <p>A complete linear or non-linear interactive motion and/or sound recording presentation developed according to a plan or script designed to achieve specific training or communication objectives.</p>	<p><b>Non-significant motion and/or audio recording VI</b></p> <p>Motion and/or audio recording VI that is duplicative, excessive in coverage as related to particular types of training, weapons systems, etc., non-useable for lack of metadata, or relating to routine subjects not reflective of mission; acquired productions from commercial, network, or other non-DOD sources.</p>