



## SERIES 700 – ATSD(PUBLIC AFFAIRS)

### **SERIES TITLE: ASSISTANT TO THE SECRETARY OF DEFENSE (PUBLIC AFFAIRS) (ATSD(PA)), DEPARTMENT OF DEFENSE**

**SERIES DESCRIPTION:** Records described in this series relate to public information and community relations activities in support of the Department of Defense. Includes, but is not limited to, news media releases and relations, communications policies, plans, and programs in support of DoD objectives and operations, Integration of social and online media tools into DoD’s communication strategy to maximize its ability to communicate timely information to traditional and non-traditional audiences, community relations, information training, and audiovisual matters.

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:** Files Numbers within the 700 Series reflect the mission of the Office of the Assistant to the Secretary of Defense for Public Affairs (OATSD(PA)) and DoD agencies and field activities under its authority, direction and control, including the Defense Media Activity (DMA).

**RECORDS CATEGORY:** 701

**CATEGORY TITLE:** Informational Services Records

**CATEGORY DESCRIPTION:** This file contains certain records on information services performed by the Department of Defense offices in their day-to-day affairs and in their relations with the public. Except as otherwise specified in individual items, it applies to copies of these records wherever located in the Department of Defense.

**FILE NUMBER:** 701-01

**FILE TITLE:** Informational Releases and Publications – Press Products

Complete set of formal informational releases and publications, such as press releases, press conference transcripts, graphic progress presentations, and indexes thereto.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 701-09a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 701-09.1.1

**FILE NUMBER:** 701-02

**FILE TITLE:** Public Affairs Product Production Files

**FILE DESCRIPTION:** Records relating to developing speeches, publications, educational material, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to:

- News clippings
- Marketing research
- Copies of records used for reference in preparing products
- Research notes
- Printers galleys
- Drafts and working copies (see Exclusion 3)



## OSD Records Disposition Schedules

- Preparatory or preliminary artwork or graphics
- Bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4)
- Clearances related to release of products (see Exclusions 5 and 6)

**NOTE 1:** Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during Intermediate stages of publication that may be found in older project files are temporary under this item.

**NOTE 2:** Agencies must offer any cartographic and aerial photographic records created prior to January 1, 1950 to NARA before applying this disposition authority.

**Exclusion 1:** Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials are covered under File Number 701-01

**Exclusion 2:** This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and if so are covered under file numbers 701-09.8 or 701-09.9.

**Exclusion 3:** This item does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations.

**Exclusion 4:** This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.

**Exclusion 5:** Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule.

**Exclusion 6:** This item does not cover clearances for release of information related to declassification review.

**DISPOSITION:** Temporary. Cut off and destroy after business use ceases.

**AUTHORITY:** GRS 6.4, item 030 (DAA-GRS-2016-0005-0003)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 701-09.5

**FILE NUMBER:** 701-03

**FILE TITLE:** Public Correspondence and Communications Not Requiring Formal Action

**FILE DESCRIPTION:** Records related to correspondence and communications, including comments, to and from the public, that require no formal response or action . Includes:

- Comments the agency receives but does not act upon or that do not require a response, such as:
  - Write-in campaigns
  - Personal opinions on current events or personal experiences
  - Routine complaints or recommendations
  - Anonymous communications
  - Suggestion box comments
  - Public correspondence addressed to another entity and copied to the agency or that the agency receives in error
  - Comments posted by the public on an agency website that do not require response or that the agency does not collect for further use
- Communications from the public that the agency responds to but takes no formal action on



## OSD Records Disposition Schedules

- Agency postings on social media accounts and email blasts that consist of information released or captured elsewhere, provided the agency also captures the posting

**NOTE 1:** For requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research, use File Number 103-13.

**NOTE 2:** The agency must schedule any correspondence or communications with the public not described in this GRS, which includes that of high-level officials.

**Exclusion 1:** Correspondence relating to a specific case or action is not considered public correspondence and should be filed and maintained with the appropriate case or action file.

**Exclusion 2:** Public comments that the agency takes action on or uses to take action are not covered by this file number.

**DISPOSITION:** Temporary. Cut off monthly. Destroy 90 days after cutoff.

**AUTHORITY:** GRS 6.4, item 020 (DAA-GRS-2016-0005-0002)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 701-09.6

**FILE NUMBER:** 701-04

**FILE TITLE:** Informational Releases and Publications – Implementation of Policies

**FILE DESCRIPTION:** Records on the implementation of policies, criteria, and standards regarding the release of information to the press, radio, television, or other media whereby such release shall result in information reaching the public.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 701-09i

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 701-09.8a

**FILE NUMBER:** 701-05

**FILE TITLE:** Informational Releases and Publications – Official DoD Position

**FILE DESCRIPTION:** Records on the planning, preparation, coordination, and issuance of publications issued as an official DoD position.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 701-09k

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 701-09.9

**FILE NUMBER:** 701-06

**FILE TITLE:** Public Affairs-related Routine Operational Records

**FILE DESCRIPTION:** Records related to the routine, day-to-day administration of public affairs activities, including but not limited to:

- Logistics, planning, and correspondence records for routine conferences and events
- Correspondence and records on speakers and speaking engagements, including biographies
- Case files and databases of public comments (related to public affairs activities only)

**DISPOSITION:** Temporary. Cut off annually. Destroy 3 years after cutoff or when no longer needed, whichever is later.

**AUTHORITY:** GRS 6.4, item 010 (DAA-GRS-2016-0005-0001)

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FILE NUMBER:** 701-07

**FILE TITLE:** Significant Still, Motion and/or Audio Recording Combat Visual Information

**FILE DESCRIPTION:** Visual information and associated hard copy or electronic finding aids and caption information recorded by DoD military, civilian or contract personnel, or acquired from non-DoD sources, that records / documents the various types of events and activities that take place during combat operations, missions, and engagements with an enemy within a joint or non-joint (service specific)-Combatant Command and/or joint department - environment and/or terrorism attacks, events, or acts. Also included is the contextual VI documenting the pre-and post-operation efforts, activities, events, briefings, reports, and training that put the combat events into operational and historical perspective. Visual information may also include that which differs from the camera originals but that was released (i.e. masking/ redaction, cropping, etc.). Content may include but is not limited to:

- Category 1: Organized by the name of the operation
  - Organized by Military Service, Office of the Secretary of Defense or Department
    - Organized by the following categories and their subject matter titles therein
      - Operation/Enemy Engagement
      - Pre-Operation
      - Post-Operation

Within each Operation/Enemy Engagement, Pre-Operation, Post-Operation are (but is not limited to) the following sub-categories:

- Humanitarian Aid and Disaster Relief/Response (HADR)
  - Supplies
  - Medical Aid
  - Damage Assessment
  - Reconstruction
- Training
  - Basic Training
  - Classroom
  - Career-field Specialty Training
  - General Readiness
  - Weapons Training
- Exercises by name & year
  - With Foreign military
  - U.S. Services (individual or combined)
- Health, Morale, Welfare, Recreation & Community
  - USO
  - Healthcare
  - Religious Services
- Community Outreach
  - Women's Issues
  - Government rebuilding/diplomacy
- Ceremonies
  - Funerals/memorials/dignified transfers
  - Repatriation of Remains
  - Awards/promotions/graduations
  - Change of Command
  - Inauguration
- Peacekeeping



## OSD Records Disposition Schedules

- Occupational Forces
- Relief Supplies
- Officials (imagery of)
  - President, Vice President, Secretaries of the U.S. Services and Departments, foreign dignitaries, etc.
- History/documentation
  - First-time events within DoD
  - Documentation of vehicles such as aircraft, vessels, etc., weapons, uniform changes, etc.
  - Daily life and operations of the DoD
  - Unique events
  - Military support to civil authorities (e.g. riots, natural disasters)
- Category 2: Terrorism Attack Event Name (Organized within one of the following categories):
  - Damage Assessment
  - Recovery/Reconstruction efforts
  - Security Response
    - Domestic
    - International
  - History/Documentation

**NOTE:** Combat visual information included within predominantly textual files such as reports, briefing documents, case files, evidentiary type files, investigative files, etc. should never be removed and should be scheduled in accordance with the disposition of the those files and reports.

**DISPOSITION:** Permanent. Cut off annually. DoD Components will transfer visual information to the Defense Media Activity (DMA) as soon as possible, but no later than one year from the date of creation. DMA will cut off the VI annually. For security-classified visual information or that which is covered by identifiable FOIA exemption restrictions, DMA will cut off such materials annually and confer with originating DoD offices as necessary. Transfer to NARA in five-year blocks for Accessioning immediately after the end of the last year of the block. For security-classified visual information or that which is covered by identifiable FOIA exemption restrictions, transfer to NARA in 5 year blocks two years after the end of the last year of the block.

**AUTHORITY:** DAA-0330-2013-0014-0001

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-08

**FILE TITLE:** Significant Still, Motion and/or Audio Recording Non-Combat Visual Information

**FILE DESCRIPTION:** Content may include but is not limited to:

- Category 1: Non-Combat Visual Information with an Operation Name and Year (Organized by the services/departments/offices (Army, DLA, etc.))
  - Humanitarian Aid and Disaster Relief/Response (HADR)
    - Supplies



## OSD Records Disposition Schedules

- Medical Aid
  - Damage Assessment
  - Reconstruction
- Training
  - Basic Training
  - Classroom
  - Career-field Specialty Training
  - General Readiness
  - Weapons Training
- Exercises by name & year
  - With Foreign military
  - U.S. Services (individual or combined)
- Health, Morale, Welfare, Recreation & Community
  - USO
  - Healthcare
  - Religious Services
- Community Outreach
  - Women's Issues
  - Government rebuilding/diplomacy
- Ceremonies
  - Funerals/memorials/dignified transfers
  - Repatriation of Remains
  - Awards/promotions/graduations
  - Change of Command
  - Inauguration
- Peacekeeping
  - Occupational Forces
  - Relief Supplies
- Officials (imagery of)
  - President, Vice President, Secretaries of the U.S. Services and Departments, foreign dignitaries, etc.
- History/documentation
  - First-time events within DoD
  - Documentation of vehicles such as aircraft, vessels, etc., weapons, uniform changes, etc.
  - Daily life and operations of the DoD
  - Unique events
  - Military support to civil authorities (e.g. riots, natural disasters)
- Category 2: Non-Combat Visual Information without an Operation name (Organized by the services/departments/offices (Army, DLA, etc.):
  - Humanitarian Aid and Disaster Relief/Response (HADR)
    - Supplies
    - Medical Aid
    - Damage Assessment
    - Reconstruction
  - Training
    - Basic Training



## OSD Records Disposition Schedules

- Classroom
- Career-field Specialty Training
- General Readiness
- Weapons Training
- Exercises by name & year
  - With Foreign Military
  - U.S. Services (individual or combined)
- Health, Morale, Welfare, Recreation & Community
  - USO
  - Healthcare
  - Religious Services
  - Music concerts/plays/parades
- Community Outreach
  - Women's Issues
  - Government rebuilding/diplomacy
- Ceremonies
  - Funerals/memorials/dignified transfers
  - Repatriation of Remains
  - Awards/promotions/graduations
  - Change of Command
  - Inauguration
- Peacekeeping
  - Occupational Forces
  - Relief Supplies
- Officials (imagery of)
  - President, Vice President, Cabinet Members (Secretaries of Departments), and Assistant Secretaries, U.S. Military Chiefs, Commandants, Chairman of the Joint Chiefs, National Security Director, and Cabinet-level officers, Directors of the intelligence agencies (CIA, DIA, NSA, etc.)
  - Imagery of individuals of national interest (newsworthy) whether foreign or domestic
- History/documentation
  - First-time events within DoD
  - Documentation of vehicles such as aircraft, vessels, etc., weapons, uniform changes, etc.
  - Daily life and operations of the DoD
  - Unique events
  - Military support/Joint assistance to civil authorities/law enforcement (e.g. peaceful protests, riots, etc.)
  - Recruiting/Promotional
  - Non-combat imagery documenting significant political, social, cultural, economic, environmental, scientific, or technological subject-matter

**NOTE:** Combat visual information included within predominantly textual files such as reports, briefing documents, case files, evidentiary type files, investigative files, etc. should never be removed and should be scheduled in accordance with the disposition of the those files and reports.



## OSD Records Disposition Schedules

**DISPOSITION:** Permanent. Cut off at date of creation. Transfer visual information to the DMA as soon as possible, but no later than one year from cutoff. DMA will cut off visual information annually. DMA will transfer to NARA in 5 year blocks immediately after the end of the last year of the block.

**AUTHORITY:** DAA-0330-2013-0014-0002

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-09

**FILE TITLE:** Non-Significant Still, Motion and/or Audio Recording Visual Information

**FILE DESCRIPTION:** Visual information that is duplicative, excessive in coverage, non-useable for lack of metadata, or relating to routine subjects not reflective of mission of the Department of Defense. Visual information and associated hard copy or electronic finding aids and caption information captured by DoD military, civilian or contract personnel, or acquired from non-DoD sources, that records/documents various types of routine events and ceremonies not central to the mission of the Department of Defense, that lacks appropriate metadata, that is duplicative, or that is deemed to be in excess of what is necessary for the adequate and proper visual documentation of the unique mission and history of the Department of Defense.

- Visual information without the critical metadata information
  - Still Imagery:
    - Photographer Name
    - Caption
    - Date Shot
    - VIRIN
  - Motion and/or Audio Recording:
    - Videographer Name
    - Caption
    - Date Shot
    - VIRIN
- Duplicate copies
- Official photographs, personnel identification or passport photographs
- Visual information of:
  - Routine award ceremonies, social events, and other activities not related to the mission of the Department of Defense
  - Poor visual quality
  - Internal personnel and administrative training programs that are not related to the mission of the Department of Defense deemed to be in excess of what is necessary for adequate and proper visual documentation of subjects listed under Items 1 and 2; Examples may include, but are not limited to, repetitive shots of the same event, multiple camera angle shots of the same event or promote campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.)





## OSD Records Disposition Schedules

**DISPOSITION:** Temporary. Cut off annually and offer to DMA: 1. DMA may offer back to the capturing U.S. Military Service. 2. DMA may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DMA will destroy records immediately after receiving a negative response from owning DoD Component or DMA will destroy records immediately if not offered to any Component.

**AUTHORITY:** DAA-0330-2013-0014-0003

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-09.1.1 – Moved to 701-01

**FILE NUMBER:** 701-09.1.2 – Moved to 212-07

**FILE NUMBER:** 701-09.2 – Consolidated into 103-13

**FILE NUMBER:** 701-09.3 – Consolidated into 103-13

**FILE NUMBER:** 701-09.4 – RESCINDED

**FILE NUMBER:** 701-09.5 – Moved to 701-02

**FILE NUMBER:** 701-09.6 – Moved to 701-03

**FILE NUMBER:** 701-09.7 – Moved to 212-08

**FILE NUMBER:** 701-09.8a – Moved to 701-04

**FILE NUMBER:** 701-09.8b – Consolidated into 103-13

**FILE NUMBER:** 701-09.8c – RESCINDED

**FILE NUMBER:** 701-09.9 – Moved to 701-05

**FILE NUMBER:** 701-10.1 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.1 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.2 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.3 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.3.1 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.3.2 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.3.3 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.4 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.5 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.1.6 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.1 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.1.1 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.1.2 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.1.3 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.1.4 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.2 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.3 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10.2.4 – Consolidated into 701-07 through 701-19, as applicable



## OSD Records Disposition Schedules

**FILE NUMBER:** 701-10.2.5 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.1.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.1.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.1.3 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.1.3.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.1.3.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.1.3.3 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.1.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.2.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.3.2.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.1.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.1.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.1.3 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.1.4 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.3 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.4 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.5 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.4.6 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.5 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.5.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.5.2 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.5.2.1 – Consolidated into 701-07 through 701-19, as applicable  
**FILE NUMBER:** 701-10.5.2.2 – Consolidated into 701-07 through 701-19, as applicable

**FILE NUMBER:** 701-10

**FILE TITLE:** Mission-related News Reports and/or Broadcasts by U.S. Military Components and Defense Media Activity

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

- News reports and/or broadcasts that are Service specific
- News reports and/or broadcasts that were compiled using external DoD resources; license information to be included
- News reports and/or broadcasts that are of joint interest.



## OSD Records Disposition Schedules

**DISPOSITION:** Permanent. Cut off at date of final creation. Transfer visual information to the DMA no later than one year from cutoff. DMA will cut off VI annually. Transfer to NARA in 5 year blocks one year after last year of the block.

**AUTHORITY:** DAA-0330-2013-0014-0004

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-11

**FILE TITLE:** Non-significant News Reports and/or Broadcasts by U.S. Military Components and Defense Media Activity

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

**DISPOSITION:** Temporary. Cut off annually and transfer to DMA: 1. DMA may offer back to the capturing U.S. Military Service. 2. DMA may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DMA will destroy records immediately after receiving a negative response to from DoD Component, or DMA will destroy records immediately if not offered to a DoD Component.

**NOTES:**

- Those news reports and/or broadcasts with information found/discovered upon additional research will be placed into 701-13 (Mission-Related News Reports and/or Broadcasts by U.S. Military Components), where applicable, for transfer to NARA.
- All those with unavailable/unobtainable metadata after research consideration are temporary and should follow the disposition options described above.
- Duplicative copies of news reports and/or broadcasts will be compared against one another for quality and metadata accuracy, and one report or broadcast will be selected and arranged according to 701-13 (Mission-related News Reports and/or Broadcasts by U.S. Military Components), where applicable, for transfer to NARA. Those remaining copies are temporary and should follow the disposition options described above.

**AUTHORITY:** DAA-0330-2013-0014-0005

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07



## OSD Records Disposition Schedules

**FILE NUMBER:** 701-12

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

**FILE DESCRIPTION:** Graphics convey a topic in various visual information mediums. These VI materials may highlight a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message. Graphics/Posters may represent people, places, and events as well as unit seals, montages, icons, logos, composites, displays, exhibits and fictional people, places and events. Posters may exist in layered digital file-formats and/or a physical format. They may also be hand or mechanically drawn and may exist in a printout or digital image of the graphic. These graphic VI records may also include imagery that has been altered beyond the parameters of DoD Instruction 5040.02, such as photo illustrations. The above description is not inclusive or limiting. **RECORD ELEMENTS:** Digital files; and, when a physical copy is available for posters two (2) copies are required plus any digitized version.

**DISPOSITION:** Permanent. Cut off and transfer two copies of each printed poster in hardcopy form, or if hard copy does not exist, digital form, to the DMA immediately after publication. DMA will cut off annually. Transfer materials to NARA in 5 year blocks immediately after the end of the last year of the block.

**AUTHORITY:** DAA-0330-2013-0014-0006

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-13

**FILE TITLE:** Copies or Drafts of Graphic Visual Information – Posters

**FILE DESCRIPTION:** Duplicate copies (beyond the two required in 701-15) of published posters or published posters lacking adequate metadata; or published posters that do not relate to the mission of the Department of Defense, but instead, promote campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.) Graphics convey a topic in various visual information mediums. These VI materials may highlight a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message. Graphics/Posters may represent people, places, and events as well as unit seals, montages, icons, logos, composites, displays, exhibits and fictional people, places and events. Posters may exist in layered digital file-formats and/or a physical format. They may also be hand or mechanically drawn and may exist in a printout or digital image of the graphic. These graphic VI records may also include imagery that has been altered beyond the parameters of DoD Instruction 5040.02, such as photo illustrations.

**DISPOSITION:** Temporary. Cut off immediately after publication and transfer to DMA. 1. DMA may offer back to the capturing U.S. Military Service. 2. DMA may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DMA will destroy records immediately after receiving a negative response from owning DoD Component, or DMA will destroy records immediately if not offered to a DoD Component.

**AUTHORITY:** DAA-0330-2013-0014-0007

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-14

**FILE TITLE:** Graphic Visual Information – Military Service and DoD Component Specific Magazines

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

**DISPOSITION:** Permanent. Cut off immediately after publication. If electronic, transfer an electronic copy to DMA immediately after publication. If no electronic copy exists, military service and DoD Component shall transfer a paper copy to DMA immediately after publication. DMA will cut off annually. DMA will transfer electronic versions to NARA in 5 year blocks immediately after the end of the last year of the block. DMA will transfer paper records to NARA in 5 year blocks when the latest record in block is 15 years old.

**AUTHORITY:** DAA-0330-2013-0014-0008

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-15

**FILE TITLE:** Copies or Draft Versions of Graphic Visual Information – Military Service and DoD Component Specific Magazines

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

**DISPOSITION:** Temporary. Cut off immediately after publication and transfer to DMA. 1. DMA may offer back to the capturing U.S. Military Service. 2. DMA may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DMA will destroy records immediately after receiving a negative response from owning DoD Component, or DMA will destroy records immediately if not offered to a DoD Component.



## OSD Records Disposition Schedules

**AUTHORITY:** DAA-0330-2013-0014-0009

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-16

**FILE TITLE:** Digital Artwork

**FILE DESCRIPTION:** Digital artwork that captures combat artwork or other art relating to the mission and history of Department of Defense in various mediums including paintings, sketches, sculpture, mobiles and digital formats.

**DISPOSITION:** Permanent. Cut off upon completion of artwork and transfer to DMA one year after cutoff. DMA will cut off annually. Two years after receipt, DMA will transfer materials to NARA in 5 year blocks.

**AUTHORITY:** DAA-0330-2013-0014-0010

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-17

**FILE TITLE:** Original Physical Artwork and Copies of Digital Artwork

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

**DISPOSITION:** Temporary. Cut off upon completion of artwork. Transfer to the DMA after use or direct to the Service Museums with their acceptance. DMA will offer to the creating U.S. Military Service's museums. 1. DMA will offer to the original Services' U.S. Military Museum. 2. DMA will offer to the original Services' U.S. Military Academy, library or archive. 3. DMA will attempt to locate another U.S. Military affiliated educational institution. DMA will destroy records immediately after receiving a negative response to offers to U.S. Military Service Museum, Academy, library, archive, or other affiliated educational institution. Or DMA will destroy records immediately if not offered to any entity.

**AUTHORITY:** DAA-0330-2013-0014-0011

**PRIVACY ACT:** Not Applicable





## OSD Records Disposition Schedules

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-18

**FILE TITLE:** Mission-related Motion and/or Audio Recording Visual Information Productions

**FILE DESCRIPTION:** A complete linear or non-linear interactive motion and/or sound recording presentation developed according to a plan or script; such as motion pictures, television broadcasts, informational and/or training videos, interactive video learning modules, entertainment/music videos, TV Public Service Announcements, and other video spot announcements designed to achieve specific training or communication objectives. Includes but is not limited to:

- OSD or Military Service sponsored productions intended for OSD-wide, DoD-wide, Military Service or public distribution.
- Productions produced for or by OSD that are intended for internal staff use.
- Productions intended for broadcasting or training that are acquired from outside the Department of Defense that either:
  - Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a DoD Component thereof;
  - Convey information about current or historical events involving the Department of Defense;
  - Communicate information or instructions concerning the operation, maintenance, construction, design, repair, use of, capabilities of, or tactical implications of weapons, equipment, or technologies that are unique to, used in a unique manner by, or used primarily by either the U.S. Military, foreign armed forces, or armed non-governmental organizations.
- Production talent and all other releases, contracts, scripts, treatments, transcripts and other documentation bearing on the origin, acquisition, and ownership of the production maintained by the DMA.
- Content objective may include but is not limited to:
  - Education and Training
  - Internal/Command Information
  - Public Information
  - Recruiting/Promotional
  - Research, Development, Technology and Engineering (RDT&E)
  - Intelligence, Reconnaissance, Criminal Investigation
  - Combat Readiness
  - Installation Support
  - Medical

DoD Instruction 5040.07, Visual Information (VI) Production Procedures explains the complete requirements for a production. Materials, documents and content may include but is not limited to:

- Any masters or copies related to associated sound recordings, graphics, or still visual information
- Cut scenes, unedited audiovisual outtakes and trims, the discards of the production process, which have been appropriately arranged, labeled, and described.
- Content type may include:



## OSD Records Disposition Schedules

- Training and information products, spot announcements and advertisements, interactive productions, simulations, educational computer games, virtual reality scenarios.
- Software and related documentation necessary to run the program.
- Reference material related to places/events depicted; research materials; special effects production.
- Shelf lists, caption cards, data sheets, and indexes.
- Production Folder materials, including but is not limited to: releases for talent, interviews, letter of assignment, signed and dated DD Form 1995 with distribution plan, status reports, scripts, approvals, permits, signed legal review and review for public use clearance.
- Procurement package, if contracted, including (but not limited to): specification or statement of work, independent government estimate, realistic delivery schedule, identification of deliverable items, justification and approval, funding document, copy of approved script, DD Form 250, "Material Inspection and Receiving Report," contract correspondence, and general correspondence. Record Elements: Myriad formats whether digital or physical are accepted. A final copy of the distribution quality product is also required. The record element for VI Productions includes the Production Folder and Procurement package documentation referenced in DoD Instruction 5040.07.

**DISPOSITION:** Permanent. Cut off upon completion of production and transfer immediately to DMA. DMA will cut off annually and transfer to NARA in 5 year blocks.

**AUTHORITY:** DAA-0330-2013-0014-0012

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**FILE NUMBER:** 701-19

**FILE TITLE:** Non-significant Motion and/or Audio Recording Visual Information Productions and Cancelled Productions

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

**DISPOSITION:** Temporary. Cut off upon completion of production and offer to DMA. DMA may offer back to the capturing U.S. Military Service. DMA may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DMA will destroy records immediately after receiving a negative response from the owning DoD Component, or DMA will destroy records immediately if not offered to the DoD Component.





## OSD Records Disposition Schedules

**AUTHORITY:** DAA-0330-2013-0014-0013

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 701-10.1, 701-10.1.1, 701-10.1.2, 701-10.1.3, 701-10.1.3.1, 701-10.1.3.2, 701-10.1.3.3, 701-10.1.4, 701-10.1.5, 701-10.1.6, 701-10.2, 701-10.2.1, 701-10.2.1.1, 701-10.2.1.2, 701-10.2.1.3, 701-10.2.1.4, 701-10.2.2, 701-10.2.3, 701-10.2.4, 701-10.2.5, 701-10.3, 701-10.3.1, 701-10.3.1.1, 701-10.3.1.1.1, 701-10.3.1.1.2, 701-10.3.1.1.3, 701-10.3.1.1.3.1, 701-10.3.1.1.3.2, 701-10.3.1.1.3.3, 701-10.3.1.2, 701-10.3.2, 701-10.3.2.1, 701-10.3.2.2, 701-10.4, 701-10.4.1, 701-10.4.1.1, 701-10.4.1.2, 701-10.4.1.3, 701-10.4.1.4, 701-10.4.2, 701-10.4.3, 701-10.4.4, 701-10.4.5, 701-10.4.6, 701-10.5, 701-10.5.1, 701-10.5.2, 701-10.5.2.1, 701-10.5.2.2, 706-06.1, 706-06.2, 706-07

**RECORDS CATEGORY:** 702

**CATEGORY TITLE:** Community Relations and Outreach

**CATEGORY DESCRIPTION:** Files relating to Department of Defense participation in, or organization of public events, as well as files documenting DoD's community outreach activities.

**FILE NUMBER:** 702-01.1 – Consolidated into 103-01.1 or 103-01.2, as applicable

**FILE NUMBER:** 702-01.2 – RESCINDED

**FILE NUMBER:** 702-01.3 – Consolidated into 212-01

**FILE NUMBER:** 702-01.4 – Consolidated into 212-02

**FILE NUMBER:** 702-01.5 – Consolidated into 702-01

**FILE NUMBER:** 702-01.6 – Consolidated into 702-01

**FILE NUMBER:** 702-01.7 – Consolidated into 702-01

**FILE NUMBER:** 702-01.8 – Consolidated into 702-03

**FILE NUMBER:** 702-01.9 – Moved to 702-04

**FILE NUMBER:** 702-01.10 – Moved to 702-06

**FILE NUMBER:** 702-01.11 – Consolidated into 702-03

**FILE NUMBER:** 702-01.12 – Consolidated into 702-03

**FILE NUMBER:** 702-01.13 – Consolidated into 702-03

**FILE NUMBER:** 702-01.14 – Consolidated into 702-03

**FILE NUMBER:** 702-01.15 – Consolidated into 702-03

**FILE NUMBER:** 702-01

**FILE TITLE:** Joint Civilian Orientation Conferences and other OSD-Sponsored Conferences

**FILE DESCRIPTION:** Documents pertaining to planning, implementing and controlling Joint Civilian Orientation Conferences and other OSD-sponsored conferences. Documents include (but are not limited to) invitations, statistics, after action reports, budget and transportation and/or TDY requests, briefings, tours, etc.).

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 702-02d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 702-01.5, 702-01.6, 702-01.7



## OSD Records Disposition Schedules

**FILE NUMBER:** 702-02

**FILE TITLE:** Joint Civilian Orientation Conference Program (JCOC) "Eligibility of Nominators and Candidates" Records Master File

**FILE DESCRIPTION:** Master file includes but is not limited to

- Nominator (DoD/Coast Guard): full name, rank/grade, work email address, work telephone number, point of contact for questions/notifications, nominating authority;
- Nominator (JCOC alumni): full name, email address, telephone number, point of contact for questions/notifications, JCOC class;
- Nominee: full name, title, organization, work email address, personal email address, postal address, work phone number, cell phone number, alternate point of contact name/email address/phone number;
- Participant: full name, title, organization, work email address, personal email address, postal address, work phone number, cell phone number, emergency point of contact name/email address/phone number; and
- Participant's health care provider: full name, phone number.

**DISPOSITION:** Temporary. Cut off nomination and participant records upon conclusion of applicable JCOC course. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0015-0001

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 702-03

**FILE TITLE:** Public Event Correspondence

**FILE DESCRIPTION:** Correspondence with national organization, business, labor, Veterans group and the like.

- Correspondence on arranging Pentagon tours for civilian groups.
- Correspondence and documents on military participation in Armed Forces Day observances.
- Correspondence and documents on military participation in Veterans Day observances.
- Correspondence on Standards of Conduct determinations related to events hosted by business, professional, veterans, and similar associations in which the Department of Defense is invited to participate.
- Documentation on DoD cooperation with producers of commercial entertainment media (e.g. motion picture films, television, and theatrical).

**DISPOSITION:** Temporary. Cut off annually. Destroy 3 years after cutoff.

**AUTHORITY:** NC1-330-81-001, item 702-03.3 and 702-04

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 702-01.8, 702-01.11, 702-01.12, 702-01.13, 702-01.14, and 702-01.15

**FILE NUMBER:** 702-04

**FILE TITLE:** Military Displays at Public Events

**FILE DESCRIPTION:** Correspondence on arranging military displays, color guards, bands, ceremonial units, and similar support for public events.

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cut off. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

**AUTHORITY:** NC1-330-81-001, item 702-03.2

**PRIVACY ACT:** Not Applicable



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**FORMER FILE NUMBER:** 702-01.9

**FILE NUMBER:** 702-05

**FILE TITLE:** Speakers for Public Events

**FILE DESCRIPTION:** Documents on arrangements for speakers to participate in public events.

**DISPOSITION:** Temporary. Cut off and destroy on completion of event.

**AUTHORITY:** NC1-330-81-001, item 702-03.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 702-01.10

**RECORDS CATEGORY:** 703

**CATEGORY TITLE:** Defense Information

**CATEGORY DESCRIPTION:** Files relating to the media and public affairs.

**FILE NUMBER:** 703-01.1

**FILE TITLE:** Media Travel – Authority Policy

**FILE DESCRIPTION:** Policy on authority for members of the press to travel on DoD-furnished transportation to military establishments worldwide.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 703-02a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-01.2

**FILE TITLE:** Media Travel – Clearances

**FILE DESCRIPTION:** Individual accreditation and clearances for media.

**DISPOSITION:** Temporary. Cut off after death of individual press member. Destroy individual accreditation and clearances 10 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 703-02b

**PRIVACY ACT:** DPAD 12.0

**FILE NUMBER:** 703-02

**FILE TITLE:** Research and Distribution

**FILE DESCRIPTION:** Research support to provide background and current data on issues of interest.

**DISPOSITION:** Temporary. Cut off annually. Destroy 3 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 703-03

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-03.1

**FILE TITLE:** News Division – Public Information Program

**FILE DESCRIPTION:** Coordination, implementation and reviews of news media aspects of the Public Information program to ensure maximum public understanding of policies, objectives, and functions.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 703-04a

**PRIVACY ACT:** Not Applicable



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**FILE NUMBER:** 703-03.2

**FILE TITLE:** News Division – News Service Policy

**FILE DESCRIPTION:** Development and implementation of news service policy.

**DISPOSITION:** Permanent. Cut off when policy case file is closed. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 703-04b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-03.3

**FILE TITLE:** News Division – DoD Unclassified Activities

**FILE DESCRIPTION:** Release of official unclassified news relative to DoD activities.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 703-04c

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-03.4

**FILE TITLE:** News Division – Management

**FILE DESCRIPTION:** Management procedures of Armed Forces News, Defense Women's News, and Defense News.

**DISPOSITION:** Permanent. Cut off annually and transfer the record copy of each periodical to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 703-04d

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-04.1

**FILE TITLE:** Audiovisual Division – Policy

**FILE DESCRIPTION:** Public affairs audiovisual policy.

**DISPOSITION:** Permanent. Cut off upon closure of case file. Transfer to NARA 20 years after cutoff.

**AUTHORITY:** NC1-330-81-001, item 703-04.1

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-04.2

**FILE TITLE:** Audiovisual Division – National Press Photographers Association

**FILE DESCRIPTION:** Documentation on the DoD participation in National Press Photographers Association education and training events and competition.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 20 years after cutoff.

**AUTHORITY:** NC1-330-81-001, item 703-04.2

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-04.3

**FILE TITLE:** Audiovisual Division – Indices

**FILE DESCRIPTION:** Indexes of still and motion pictures cleared for public release.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 10 years after cutoff.

**AUTHORITY:** NC1-330-81-001, item 703-04.3

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FILE NUMBER:** 703-04.4

**FILE TITLE:** Audiovisual Division – In-Service Film Documentation

**FILE DESCRIPTION:** Documentation on OASD (PA)-initiated in-service film production.

**DISPOSITION:** Permanent. Cut off annually and transfer to NARA 20 years after cutoff.

**AUTHORITY:** NC1-330-81-001, item 703-04.4

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-04.5

**FILE TITLE:** Audiovisual Division – Cooperation with Civilians

**FILE DESCRIPTION:** Documentation on DoD cooperation with civilian producers in the production of TV, theatrical, and industrial motion picture films.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 20 years after cutoff.

**AUTHORITY:** NC1-330-81-001, item 703-04.5

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-04.6

**FILE TITLE:** Audiovisual Division – Ready-Access

**FILE DESCRIPTION:** Ready-access still and motion picture duplicate photography for media handout.

**DISPOSITION:** Temporary. Cut off and destroy when obsolete or no longer needed.

**AUTHORITY:** NC1-330-81-001, item 703-04.6

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 703-04.7

**FILE TITLE:** Audiovisual Division – Film Festivals

**FILE DESCRIPTION:** Files on the Department of Defense participation in film festivals.

**DISPOSITION:** Temporary. Cut off and destroy when obsolete or no longer needed.

**AUTHORITY:** NC1-330-81-001, item 703-04.7

**PRIVACY ACT:** Not Applicable

### RECORDS CATEGORY: 704 – RESERVED

**FILE NUMBER:** 704-01.1 – Moved to 203-23

**FILE NUMBER:** 704-01.2 – Consolidated to 203-24

**FILE NUMBER:** 704-01.3 – Moved to 203-25 and 203-26, as applicable

**FILE NUMBER:** 704-01.4 – Moved to 203-27

**FILE NUMBER:** 704-01.5 – Consolidated into 103-02.1

**FILE NUMBER:** 704-02.1a – Consolidated into 203-02

**FILE NUMBER:** 704-02.1b – Consolidated into 203-02

**FILE NUMBER:** 704-02.1c – RESCINDED (Per GRS 23)

**FILE NUMBER:** 704-02.2 – Consolidated into 203-02

**FILE NUMBER:** 704-02.3 – RESCINDED (Per GRS 23)

**FILE NUMBER:** 704-02.4 – Consolidated to 203-19

**FILE NUMBER:** 704-02.5 – Consolidated into 203-02

**FILE NUMBER:** 704-02.6 – Consolidated into 103-01.1 or 103-01.2, as applicable

**FILE NUMBER:** 704-02.7 – Consolidated into 103-02.1



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**FILE NUMBER:** 704-03.1.1 – Consolidated to 203-02  
**FILE NUMBER:** 704-03.1.2a – Consolidated into 203-02  
**FILE NUMBER:** 704-03.1.2b – Consolidated into 203-02  
**FILE NUMBER:** 704-03.1.3a – Consolidated into 203-02  
**FILE NUMBER:** 704-03.1.3b – Consolidated into 203-02  
**FILE NUMBER:** 704-03.2 – RESCINDED (Per GRS 23)  
**FILE NUMBER:** 704-04.1a – Consolidated into 203-02  
**FILE NUMBER:** 704-04.1b – Consolidated into 203-02  
**FILE NUMBER:** 704-04.2 – RESCINDED (Per GRS 23)  
**FILE NUMBER:** 704-04.3 – Consolidated into 203-02  
**FILE NUMBER:** 704-04.3.1 – RESCINDED (Per GRS 23)  
**FILE NUMBER:** 704-04.4 – Consolidated into 101-06  
**FILE NUMBER:** 704-05 – Consolidated into 203-10.5  
**FILE NUMBER:** 704-06.1 – Consolidated into 203-10.2  
**FILE NUMBER:** 704-06.2 – Consolidated into Use 203-10.2  
**FILE NUMBER:** 704-06.3 – Consolidated into 203-10.2  
**FILE NUMBER:** 704-07 – Moved to 203-10.1  
**FILE NUMBER:** 704-08.1 – Consolidated into 203-21  
**FILE NUMBER:** 704-08.2 – Consolidated into 203-21  
**FILE NUMBER:** 704-09 – Consolidated into 203-19  
**FILE NUMBER:** 704-10 – Consolidated into 203-20

**RECORDS CATEGORY:** 705

**CATEGORY TITLE:** Defense Media Activity (DMA)

**CATEGORY DESCRIPTION:** Files relating to the Defense Media Activity.

**FILE NUMBER:** 705-01.1

**FILE TITLE:** DMA Administration – Hard Copy Output

**FILE DESCRIPTION:** Hard copy output from data banks storing information on the DMA budget, DoD periodicals inventory, and inventory of audiovisual inventions. The data banks are not used for regular reporting cycles. Hardcopy output is generated to respond to specific inquiries.

**DISPOSITION:** Temporary. Cut off and destroy when purpose has been completed.

**AUTHORITY:** NC1-330-77-012, item 705-06a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 705-01.2

**FILE TITLE:** DMA Administration – Administrative

**FILE DESCRIPTION:** Temporary non-record material on assigned personnel, office procedures, and other administrative matters.

**DISPOSITION:** Temporary. Cut off annually. Destroy material on personnel when individuals are reassigned. Destroy other material 1 year after cut off.

**AUTHORITY:** NC1-330-77-012, item 705-06c

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 705-01.3

**FILE TITLE:** DMA Administration – Joint Service Motion Picture Files



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**FILE DESCRIPTION:** Policy on distribution, acquisitions, and care of Joint Service Motion Picture films.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-012, item 705-03f

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 705-02.1

**FILE TITLE:** American Forces Radio and Television Services (AFRTS) – Policies and Procedures

**FILE DESCRIPTION:** Policies and procedures, describing program, authorizing frequency, signal strength, manning, location, etc.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-81-001, item 705-02.1

**PRIVACY ACT:** DPA 02

**FILE NUMBER:** 705-02.2 – Consolidated into 103-04.1

**FILE NUMBER:** 705-02.3 – Consolidated into 103-04.1

**FILE NUMBER:** 705-02.4

**FILE TITLE:** AFRTS – Film Lease/Purchase

**FILE DESCRIPTION:** Documents arranging for lease or purchase of film from industry and the creation of film for this purpose. **NOTE:** Record copy is with procurement office.

**DISPOSITION:** Temporary. Cut off and destroy non-record copy when lease or purchase is completed.

**AUTHORITY:** NC1-330-81-001, item 705-02.4

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 705-02.5

**FILE TITLE:** AFRTS – Outlet Products

**FILE DESCRIPTION:** Command Information and DoD new products for use by AFRTS outlets.

**DISPOSITION:** Permanent. Cut off annually. Not later than July 1st of each year, HQ American Forces Radio and Television Service/Radio and Television Production Office/News Center (AFRTS/RTPO/News Center) shall deliver to NARA one Beta-SP video cassette containing approximately twenty-five television announcements and news products and one CD-ROM disk containing about fifteen radio and news products, each typical of those added to the inventory during the previous calendar year. Remaining program material shall be destroyed when obsolete or no longer needed.

**AUTHORITY:** NC1-330-81-001, item 705-02.5

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 705-03 – RESCINDED by GRS

**FILE NUMBER:** 705-04

**FILE TITLE:** Current News Analysis and Research Service (CNARS) Publications Files

**FILE DESCRIPTION:** CNARS publications consisting of copies of the current news, supplemental clips, and Radio-TV Defense Dialog and Friday Review of Defense Literature.

**DISPOSITION:** Permanent. Cut off when 1 year old. Transfer to NARA 24 years after cutoff.

**AUTHORITY:** N1-330-92-003, item 705-04

**PRIVACY ACT:** Not Applicable





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**FILE NUMBER:** 705-05 – RESERVED

**FILE NUMBER:** 705-06.1 – Consolidated into 103-01.1 or 103-01.2, as applicable

**FILE NUMBER:** 705-06.2 – Consolidated into 103-01.1 or 103-01.2, as applicable

**FILE NUMBER:** 705-06.3 – Consolidated into 103-01.1 or 103-01.2, as applicable

**FILE NUMBER:** 705-07 – RESCINDED

**RECORDS CATEGORY:** 706

**CATEGORY TITLE:** Audiovisual (AV) and Visual Information (VI) Management Policy

**CATEGORY DESCRIPTION:** Files relating to the initiation, development and implementation of AV and VI policies.

**FILE NUMBER:** 706-01

**FILE TITLE:** Implementation Files

**FILE DESCRIPTION:** Records relating to the initiation, development, and implementation of policies, guidelines, and standards for audiovisual and visual information management.

**DISPOSITION:** Permanent. Cut off upon close of case file. Transfer to NARA 15 years after cutoff.

**AUTHORITY:** NC1-330-79-006, item 705-07.1

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 706-02

**FILE TITLE:** VI Production Acquisition Files

**FILE DESCRIPTION:** Documents relating to requirements, approval, acquisition, utilization, and disposition of audiovisual and visual information products and productions.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff. Documents relating to requirements, approval, acquisition, and utilization that are not currently in the VI production folder should be transfer to that folder prior to destruction.

**AUTHORITY:** NC1-330-79-006, item 705-07.2

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 706-03

**FILE TITLE:** AV Management Oversight Files

**FILE DESCRIPTION:** Records relating to management inspection of Defense audiovisual and visual information activities.

**DISPOSITION:** Temporary. Cut off at the end of the inspection. Destroy 5 years after supersession by new inspection.

**AUTHORITY:** NC1-330-79-006, item 705-07.3

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 706-04

**FILE TITLE:** AV Resources Files

**FILE DESCRIPTION:** Records relating to audiovisual and visual information resources: equipment and facility reports; standards; authorization, consolidation, and elimination documents.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** NC1-330-79-006, item 705-07.4

**PRIVACY ACT:** Not Applicable





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**FILE NUMBER:** 706-05 – RESERVED

**FILE NUMBER:** 706-06.1 – Consolidated under 701-07 through 701-19, as applicable

**FILE NUMBER:** 706-06.2 – Consolidated under 701-07 through 701-19, as applicable

**FILE NUMBER:** 706-07 – Consolidated under 701-07 through 701-19, as applicable

**FILE NUMBER:** 706-08 – RESERVED

**FILE NUMBER:** 706-09 – RESERVED

**FILE NUMBER:** 706-10 – RESCINDED

**FILE NUMBER:** 706-11 – RESCINDED

**FILE NUMBER:** 706-12 – RESCINDED

**FILE NUMBER:** 706-13 – RESCINDED

**RECORDS CATEGORY:** 707

**CATEGORY TITLE:** Public Affairs Planning and Guidance Files

**CATEGORY DESCRIPTION:** Files relating to the policies, procedures and planning of Defense Public Affairs functions.

**FILE NUMBER:** 707-01.1

**FILE TITLE:** Military Exercise Public Affairs Plans and Files – Annual Exercises

**FILE DESCRIPTION:** Documents on the coordination and approval of proposed public affairs guidance and plans concerning military exercises hosted by Combatant Commands that are held on an annual basis. Documents include the proposed plan and or guidance, correspondence, and notes created during the coordination process, and the final approved plan or guidance.

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-90-001, item 1a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 707-01.2

**FILE TITLE:** Military Exercise Public Affairs Plans and Files – Bi-annual Exercises

**FILE DESCRIPTION:** Documents on the coordination and approval of proposed public affairs guidance and plans concerning military exercises hosted by Combatant Commands on a bi-annual basis. Documents include the proposed plan and or guidance, correspondence, and notes created during the coordination process, and the final approved plan or guidance.

**DISPOSITION:** Temporary. Cut off at the end of the year in which exercise is held. Destroy 2 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 1b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 707-01.3

**FILE TITLE:** Military Exercise Public Affairs Plans and Files – Irregularly Scheduled Exercises

**FILE DESCRIPTION:** Documents on the coordination and approval of proposed public affairs guidance and plans concerning military exercises hosted by Combatant Commands for exercises that are held on a one-time basis or at irregular intervals. Documents include the proposed plan and or guidance, correspondence, and notes created during the coordination process, and the final approved plan or guidance.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 1c

**PRIVACY ACT:** Not Applicable



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**FILE NUMBER:** 707-02

**FILE TITLE:** Military Contingency Operations Public Affairs Plans and Guidance Files

**FILE DESCRIPTION:** Documents on the coordination and approval of public affairs plans and guidance concerning U.S. military contingency actions and operations. Included would be documents relating to counter-terrorism, the military role in drug interdiction operations, and deployments of U.S. Military Forces to a foreign theater in response to a pronounced threat to U.S. personnel, property, or interests, and U.S. military participation in international disaster relief operations.

**DISPOSITION:** Permanent. Cut off upon completion or cancellation of the operation. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 2

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 707-03

**FILE TITLE:** OSD Publication PA Plans Files

**FILE DESCRIPTION:** Public affairs plans developed by the Plans Directorate for release of OSD publications. Included in this category are the public release of Soviet Military Power, and other recurring or one-time publications.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 3

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 707-04.1

**FILE TITLE:** DoD National Media Pool – Policy Files and Studies

**FILE DESCRIPTION:** Files that establish policy for operation of the DoD National Media Pool. Included are

- Policies governing composition of the pool, quarterly rotation policies, media ground rules, and associated policies.
- Copies of academic or management studies performed by or on behalf of the Department of Defense by individuals or organizations concerning the application of the media pool concept, military/media relations, and other aspects of the DoD media pool that are singled out for in-depth study.

**DISPOSITION:** Permanent. Cut off when superseded, obsolete, or when no longer needed for reference. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** N1-330-90-001, items 4.1 and 4.2

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 707-04.1, 707-04.2

**FILE NUMBER:** 707-04.2 – Consolidated into 707-04.1

**FILE NUMBER:** 707-04.3

**FILE TITLE:** DoD National Media Pool – Operations

**FILE DESCRIPTION:** Operations files pertaining to the DoD National Media Pool. Included are

- Quarterly Rotation Files - Documents indicating the Agencies/organizations to be represented on quarterly media pools.
- Bureau Chiefs Meeting Files - Files created in support or as a result of quarterly meetings of the bureau chiefs. Included are requests for administrative and logistical support, a copy of the principal's meeting book, and related documents.



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- Deployment files - Documents created during a deployment of the media pool. Included are documents completed by members of the media who deploy as part of the pool, travel orders, passenger manifests, documents created during the pre-deployment alert notification and coordination of the pool deployment, and other related documents.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** N1-330-90-001, items 707-04.3, 707-04.4, 707-04.5

**PRIVACY ACT:** DPAD 12.0

**FORMER FILE NUMBER(s):** 707-04.3, 707-04.4, 707-04.5

**FILE NUMBER:** 707-04.4 – Consolidated into 707-04.3

**FILE NUMBER:** 707-04.5 – Consolidated into 707-04.3

**FILE NUMBER:** 707-05

**FILE TITLE:** Exercise Participation Public Affairs Files

**FILE DESCRIPTION:** Documents created as a result of the public affairs portion of exercises in which OASD (PA) participates in a "player" role. Included are exercise scenarios, exercise public affairs plans and guidance, and after-action reports.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 5

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 707-06

**FILE TITLE:** Long-Range PA Planning Files

**FILE DESCRIPTION:** Copies of long-range PA plans and objectives, coordinating documents, and periodic review of the plans; other documents that develop plans, programs, and themes of the DoD PA activities.

**DISPOSITION:** Permanent. Cut off when superseded, obsolete, or completion of the plan or program. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 6

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 707-07

**FILE TITLE:** Wartime Public Affairs Planning Files

**FILE DESCRIPTION:** Documents on development of plans for providing public affairs support during wartime. Included are studies and other documents concerning electronic information gathering and transmission, wartime information security program, correspondent accreditation, and other documents on public affairs programs in a combat environment.

**DISPOSITION:** Permanent. Cut off annually, or when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 7

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 707-08

**FILE TITLE:** Public Affairs Special Project Files

**FILE DESCRIPTION:** Documents on special, one-time projects assigned to the Plans Directorate.

**DISPOSITION:** Temporary. Cut off when superseded, obsolete, or completion of project. Destroy 5 years after cutoff.

**AUTHORITY:** N1-330-90-001, item 8



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**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 708 – RESCINDED

**FILE NUMBER:** 708-01 – Moved to 212-06