

SERIES 700

ASSISTANT SECRETARY OF DEFENSE (PUBLIC AFFAIRS) (ASD (PA))

700. PUBLIC AFFAIRS (NC1-330-77-12)

The Assistant to the Secretary of Defense for Public Affairs is responsible for public information and community relations. Unless otherwise indicated, permanent files described herein and retired to the WNRC shall be transferred to the National Archives when 30 years old.

701-01.- 701-08. Reserved (103., Common Mission Files).

701-09. Informational Services Record. 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. However, 701-09.2. and 701-09.6. are applicable only to files maintained in formally designated informational offices that have been assigned responsibility for the operation of the informational activities.

701-09.1. Complete set of formal informational releases and publications.

701-09.1.1. Press releases, press conference transcripts, graphic progress presentations, and indexes thereto.

Disposition: Permanent. Retire to the WNRC when 2 years old.

701-09.1.2. Official speeches with indexes.

Disposition: Permanent. Retire to the WNRC when 2 years old.

701-09.2 Request for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research. Requests for and transmittals of publications, photographs and other informational literature.

Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner. GRS 14, Item 1

701-09.3. Acknowledgements and transmittals of inquiries and requests that have been referred elsewhere for reply.

Disposition: Destroy 3 months after acknowledgment and referral. GRS 14, Item 2

701-09.4. Daily press service teletype news.

Disposition: Destroy Defense-related items after 1 year, all other items after 1 month.

701-09.5. Informational services project case files maintained in formally designated informational offices.

Disposition: Destroy 1 year after close of file or 1 year after completion of project if method of filing differs from that suggested herein.

701-09.6. Anonymous letters, letters of commendation, complaints, criticisms suggestions, and replies thereto, excluding those resulting in investigations, administrative action, or those to be incorporated in individual personnel records.

Disposition: Destroy after 3 months.

701-09.7. Biographies.

Disposition: Permanent. Cut off and retire to the WNRC when superseded.

701-09.8. 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: a. Permanent. Retire record copies to the WNRC 2 years after annual cut off. b. Destroy all duplicate copies 6 months after annual file cut off unless part of a case file. c. Destroy all reproduced copies when policy standards or criteria are superseded or rescinded.

701-09.9. Records on the planning, preparation, coordination, and issuance of publications issued as an official DoD position.

Disposition: Permanent. Retire record copies to the WNRC of material used in and for the development of official public releases, including coordination and distribution records 1 year after file cut off for permanent preservation.

#### 701-10. Visual Information Records and Files

701-10.1. Audiovisual productions. Audiovisual productions are self-contained complete groups of moving images (either with or without sound) with continuity that are developed according to a plan or script for either directly or interactively conveying information to or communicating with an audience. Thus, audiovisual productions may include scripted motion pictures, television broadcasts, informational and/or training videos, entertainment and/or music videos, interactive videos, spot announcements, and advertisements. The record elements of such productions are the following:

For film: the original negative or color original plus a separate optical sound track, an intermediate master positive or duplicate negative plus sound track, and a projection print.

For video: the camera original or master plus a dub.

For interactive video (whether analog or digital): the original film or video segments, photographs, graphics, and sound recordings from which the video scenes were compiled; the software and related documentation necessary to run the program; the finished disc master.

The following categories of audiovisual productions are covered by the disposition instructions that follow thereafter:

701-10.1.1. OSD-sponsored productions intended for OSD-wide, DoD-wide, or public distribution.

701-10.1.2. Productions produced for or by the OSD that are intended for internal staff use.

701-10.1.3. Productions acquired from outside the Department of Defense that either:

701-10.1.3.1. Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a DoD Component thereof.

701-10.1.3.2. Depict or convey information about current or historical events involving the Department of Defense.

701-10.1.3.3. 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 anti-U.S. non-governmental armed organizations.

701-10.1.4. Unedited outtakes and trims, the discards of the production process, which have been appropriately arranged, labeled, and described.

Disposition: Permanent. Transfer to the DoD Motion Media Records Center when 5 years old or no longer needed for administrative use, whichever is sooner. Transfer to NARA no later than 3 years after a currency review determines the production to be "obsolete."

701-10.1.5. Productions acquired for purposes of entertainment or recreation.

Disposition: Dispose of when no longer needed in accordance with any applicable governing contractual provisions.

701-10.1.6. Production materials that are not described in Item 701-10.1.1. through 701-10.1.5. of this section.

Disposition: Dispose of when no longer needed.

701-10.2. Video and film documentation imagery. Documentation imagery is the live recording of events, activities, people, places, things, or phenomena. Such imagery portray scenes that are characteristically not staged or controlled by the camera operators and depict events as they are actually occurring. The record elements consist of the camera original, edited master, or earliest generation or film copy of a video original, plus a dub.

701-10.2.1. Imagery recording any of the following (pending approval):

701-10.2.1.1. Actions, operations, activities, and transactions of the Department of Defense.

701-10.2.1.2. Events or ceremonies involving the Department of Defense, or its military or civilian personnel.

701-10.2.1.3. DoD weaponry, equipment, vehicles, aircraft, ships, buildings, sites, facilities, or parts thereof.

701-10.2.1.4. Persons, places, things, or phenomena that are related to past, present, or anticipated future DoD actions or operations.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

701-10.2.2. Imagery transferred by electronic or visual processes to film for purposes of archival preservation (pending approval).

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

701-10.2.3. Off-air or off-satellite transmission recordings of video described in 701-10.2.1. (pending approval)

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

701-10.2.4. Imagery included as part of a project file, case file, report, or similar type of record.

Disposition: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

701-10.2.5. Imagery not described in 701-10.2.1. through 701-10.2.4., above.

Disposition: Destroy when no longer needed for administrative use.

701-10.3. Sound Recording Files. Sound recordings on tape or disc that are:

701-10.3.1. Audio productions. Audio productions are self-contained sets of sounds with continuity that are developed according to a plan or script for conveying information, music, or sounds to or communicating with an audience. Thus, audio productions can include scripted radio broadcasts, recorded music, recorded sound effects designed to induce relaxation or a particular emotional reaction, spot announcements, and audio tapes related to a slide and/or tape set. The record elements consists of the master tape and either a disc pressing (if a mass-produced disc recording) or an audio tape dub. The following categories of Audio productions are covered by the disposition instructions that follow thereafter:

701-10.3.1.1. Audio productions intended for broadcasting or training that are:

701-10.3.1.1.1. OSD-sponsored productions intended for OSD-wide, DoD-wide, or public distribution.

701-10.3.1.1.2. Productions produced for or by the OSD that are intended for internal staff use.

701-10.3.1.1.3. Productions acquired from outside the Department of Defense that either:

701-10.3.1.1.3.1. Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a DoD Component thereof.

701-10.3.1.1.3.2. Convey information about current or historical events involving the Department of Defense.

701-10.3.1.1.3.3. 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 anti-U.S. non-governmental armed organizations.

Disposition: Permanent. Transfer to the National Archives when no longer needed for administrative use or when 5 years old, whichever is sooner.

701-10.3.1.2. All other audio productions, including recorded music, sound effects, and productions acquired by AFRTS and other DoD Components for purposes of entertainment or recreation.

Disposition: Dispose of when no longer needed in accordance with any applicable governing contractual provisions.

701-10.3.2. Audio documentation. Live audio recordings 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 a dub.

701-10.3.2.1. Audio recordings 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.

Disposition: Permanent. Transfer to the National Archives when no longer needed for administrative use or when 5 years old, whichever is sooner.

701-10.3.2.2. Documentation recordings not described above.

Disposition: Dispose of when no longer needed.

701-10.4. Still Picture Files. Still photographs, slide sets, filmstrips, posters, original artwork, analog still video, digital still video, and digital images. The record elements of such still pictures are the following: For black and white photographs: the original negative and a captioned print.

For color photographs: The original negative and a captioned print. For color transparencies, slides, or filmstrips: the original color transparency, an inter-negative if one exists, and a dupe copy. For other still pictorial records: the original and a reference copy. The following categories of Still picture files are covered by the disposition instructions that follow thereafter:

701-10.4.1. Images depicting any of the following (pending approval):

701-10.4.1.1. Actions, operations, activities, and transactions of the Department of Defense.

701-10.4.1.2. Events or ceremonies involving the Department of Defense, or its military or civilian personnel.

701-10.4.1.3. DoD weaponry, equipment, vehicles, aircraft, ships, buildings, sites, facilities, or parts thereof.

701-10.4.1.4. Persons, places, things, or phenomena that are related to past, present, or anticipated future DoD actions or operations.

Disposition: Refer to the Audiovisual Records Decision Logic Table for appropriate disposition instructions on individual photographs or images prior to their incorporation into the Still Picture File.

701-10.4.2. Images or photographs included as part of a project file, case file, report, or a similar type of record.

Disposition: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

701-10.4.3. Photographic print, optical disc, or slide files (but not including record element materials) containing photographs, images, or slides that are used for internal reference purposes or are approved by senior DoD officials for public or media release.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

701-10.4.4. Off-air, off-satellite, or off-wire recording of a still image.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

701-10.4.5. Electrochrome or film copy of an image originally recorded in still video (pending approval).

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

701-10.4.6. Images and photographs not described in Items 701-10.4.1. through 701-10.4.5. of this section.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

701-10.5. Audiovisual Documentation Files. Finding aids (including captions) and other files relating to audiovisual and visual information records.

701-10.5.1. Finding aids consisting of any of the following: shelf lists, caption cards, data sheets, indexes, or other documentation in a textual, or machine-readable form that is necessary or helpful in properly identifying, retrieving, or using audiovisual or visual information records. (The record copies of the finding aids and/or caption data for DoD imagery accessioned into the DoD Still Media Records Center and the DoD Motion Media Records Centers (the official DoD repositories for such records) are stored in the ImageBank and MediaBank database systems respectively.) For caption information received by or retained at the DoD Joint Combat Camera Center (JCCC), 706-08. and 706-09.

Disposition: Dispose of in accordance with instructions covering the related audiovisual records.

701-10.5.2. Production files or similar files that include production contracts, scripts, treatments, transcripts, and other documentation bearing on the origin, acquisition, public release, and ownership of the production.

701-10.5.2.1. Files maintained by the Production Activity or the DoD Motion Media Records Center.

Disposition: Transfer to the DoD Motion Media Records Center when the related production is sent to that facility. Dispose of in accordance with the NARA instructions covering the related audiovisual records.

701-10.5.2.2. Files maintained elsewhere (pending approval).

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

## 702. COMMUNITY RELATIONS AND OUTREACH

### 702-01. General

702-01.1. (formerly 702-01.2) Policies and procedures governing Armed Forces participation in public events. These prescribe the circumstances under which it is permissible to use bands, marching units, displays, color guards, ships, aircraft, or other Armed Forces resources in activities sponsored or hosted by organizations other than the Department of Defense.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete as appropriate for policy documents maintained in accordance with files series 103-01.

702-01.2. (formerly 702-01.1.) Policies and procedures for organizing and coordinating all Armed Forces participation in periodic centennial programs and activities on observance of the founding of the nation.



Disposition: Permanent. Retire to the WNRC when 2 years old.

702-01.3. Documents pertaining to requests for Secretary of Defense participation in public events when the Secretary accepts the invitation.

Disposition: Permanent. Retire basic invitation and scheduling documentation to WNRC when 5 years old, or at a later date if the documentation provides a reference source within the office.

702-01.4. Documents pertaining to requests for Secretary of Defense participation in public events when the Secretary declines the invitation.

Disposition: Temporary. Retire basic invitation within the office until 1 year from the anniversary of the date of the declined event. Upon the anniversary date of the declined event, all documentation may be discarded, unless the documentation provides a reference source for use within the office.

702-01.5. Policies and procedures governing Armed Forces participation in the Joint Civilian Orientation Conferences and other OSD-hosted conferences

Disposition: Permanent. Retire to the WNRC when 5 years old.

702-01.6. Documents on planning and carrying out Joint Civilian Orientation Conferences and other OSD-sponsored conferences. Documents include (but are not limited to) invitations, budget and transportation and/or TDY requests, briefings, tours, etc.)

Disposition: Permanent. Retire to the WNRC when 5 years old.

702-01.7. Statistics and similar after-action report documents detailing the backgrounds of the civilian participants, installations visited, and agendas arranged at each installation.

Disposition: Permanent. Retire to the WNRC when 5 years old.

702-01.8. Correspondence on arranging Pentagon tours for civilian groups.

Disposition: Destroy after 3 years.

702-01.9. Correspondence on arranging military displays, color guards, bands, ceremonial units, and similar support for public events.

Disposition: Destroy after 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.

702-01.10. Documents on arrangements for speakers to participate in public events.

Disposition: Destroy on cut off.

702-01.11. Correspondence and documents on military participation in Armed Forces Day observances.

Disposition: Destroy after 3 years.

702-01.12. Correspondence and documents on military participation in Veterans Day observances.

Disposition. Destroy after 3 years.

702-01.13. 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.

Disposition: Destroy after 3 years.

702-01.14. Correspondence with national business, professional, veterans, and similar organizations.

Disposition. Destroy after 3 years.

702-01.15. Documentation on DoD cooperation with producers of commercial entertainment media (e.g. motion picture films, television, and theatrical).

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

### 703. DEFENSE INFORMATION

#### 703-01. Media Travel.

703-01.1. Policy on authority for members of the press to travel on DoD-furnished transportation to military establishments worldwide.

Disposition: Permanent. Retire to the WNRC when obsolete or superseded. Transfer to the National Archives after 5 years.

703-01.2. Individual accreditation and clearances for media.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

703-02. Research and Distribution. Research support to provide background and current data on issues of interest.

Disposition: Destroy when 3 years old.

703-03. News Division.

703-03.1. 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. Retire to the WNRC when superseded.

703-03.2. Development and implementation of news service policy.

Disposition: Permanent. Retire to the WNRC when superseded.

703-03.3. Release of official unclassified news relative to DoD activities.

Disposition: News releases are permanent. Retire to the WNRC when 5 years old.

703-03.4. Management procedures of Armed Forces News, Defense Women's News, and Defense News.

Disposition: Record copy of each periodical is permanent. Retire to the WNRC when 5 years old.

703-04. Audiovisual Division (NC1-330-81-1).

703-04.1. Public affairs audiovisual policy.

Disposition: Permanent. Retire to the WNRC when obsolete or superseded. Transfer to the National Archives 20 years later.

703-04.2. Documentation on the DoD participation in National Press Photographers Association education and training events and competition.

Disposition: Permanent. Retire to the WNRC when 5 years old. Transfer to the National Archives when 10 years old.

703-04.3. Indexes of still and motion pictures cleared for public release.

Disposition: Permanent. Retire to the WNRC when 5 years old. Transfer to the National Archives when 10 years old.

703-04.4. Documentation on OASD (PA)-initiated in-service film production.

Disposition: Permanent. Retire to the WNRC and transfer to the National Archives when 20 years old.

703-04.5. Documentation on DoD cooperation with civilian producers in the production of TV, theatrical, and industrial motion picture films.

Disposition: Permanent. Retire to the WNRC when 5 years old. Transfer to the National Archives when 20 years old.

703-04.6. Ready-access still and motion picture duplicate photography for media handout.

Disposition: Destroy when obsolete or no longer needed.

703-04.7. Files on the Department of Defense participation in film festivals.

Disposition: Destroy when obsolete or no longer needed.

704. FREEDOM OF INFORMATION SECURITY REVIEW, MANDATORY DECLASSIFICATION REVIEW, AND PRIVACY ACT (NC1-330-79-8)

704-01. Security Review

704-01.1. Security Review Initial Files. Security review of information from within the Department of Defense or outside sources intended for dissemination through any media of public release to ensure that it is not inimical to national defense, or in conflict with established policies or programs. Records relate to staffing comments on approval or disapproval of material prepared for public release, including material establishing policies, standards, and criteria for clearance of material, excluding records intended for clearance.

Disposition: Destroy when 15 years old; retire to the FRC when 2 years old. NC1-330-79-8.

704-01.2. Copies of cleared records.

Disposition: Destroy with the case files.

704-01.3. Security Review Appeals Files. Files consisting of the appellant's letter of appellant's letter of appeal, a copy of the reply letter sent to the requester, and records that support the appellant decision, excluding the records subject to the appeal

Disposition: Destroy 2 years after clearance without amendment; destroy 6 years after record was cleared with amendment, or denied clearance.

704-01.4. Copies of appealed records.

Disposition: Destroy records with case files.

704-01.5. Security Review Instructional Files. Documents on preparing coordinating, issuing, and interpreting directives, regulatory instructions and comparable instructions and comparable instructional material.

Disposition: Permanent. Cut off annually or when superseded or obsolete, as reference needs require. Retire to the WNRC 5 years after cut off. 102-03.

704-02. Freedom of Information Act.

704-02.1. Freedom of Information Act (FOIA) Initial Requests Files. Files consisting of the original request, a copy of the reply letter sent to the requestor, and documents that support the determination, excluding the records subject to the request.

Disposition: Destroy 2 years after date of reply if all records subject to the request were released; destroy 6 years after date of reply if records subject to the request were denied in full, or in part, or if not released for any other reason. GRS 14, Item 11

704-02.2. FOIA Appeals Files. Files consisting of the appellant's letter of appeal, a copy of the reply letter sent to the requester, and documents that support the determination, excluding the records subject to the request.

Disposition: Destroy 6 years after date of DoD final reply. GRS 14, Item 12

704-02.3. Copies of appealed records.

Disposition: Destroy records with case file.

704-02.4. Annual FOIA Report. Annual FOIA report is required by the statute. (5 U.S.C. 552).

Disposition: Retire record copy to the WNRC 2 years after annual cutoff. Retain sufficient copies from all years to fulfill public requests. GRS 14, Item 14

704-02.5. FOIA Litigation. All records, including correspondence and copies of records responsive to FOIA request, that pertain to a lawsuit filed by the FOIA requester.

Disposition: Notwithstanding any other provision in this Instruction, records must be retained pending a final decision by the courts, including all appeals. Destroy when no longer needed.

704-02.6. FOIA Policy Files. Memoranda and other correspondence announcing FOIA policy for the Department of Defense, which are used in the implementation of the DoD FOIA program.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete. 103-01.

704-02.7. FOIA Instruction Files. Documents on preparing, coordinating, issuing, and interpreting directives, regulatory instructions and comparable instructional material.

Disposition: Permanent. Cut off annually or when superseded or obsolete, as reference needs require. Retire to the WNRC 5 years after cut off. 103-02.

704-03. Privacy Act Requests Files. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

704-03.1. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

704-03.1.1. Granting access to all the requested records.

Disposition. Destroy 2 years after date of reply.

704-03.1.2. Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

Disposition. a. Requests not appealed; destroy 2 years after date of reply. b. Requests appealed; destroy as authorized under Item 22.

704-03.1.3. Denying access to all or part of the records requested.

Disposition. a. Requests not appealed; destroy 5 years after date of reply. b. Requests appealed; destroy as authorized under Item 22.

704-03.2. Official file copy of requested records.

Disposition. Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.

704-04. Mandatory Declassification Review (MDR)

704-04.1. MDR Files. Files created in response to requests from individuals or government agencies for the mandatory review of classified records for the purposes of releasing declassified material to the public, as provided for under Executive Order 12356. Files contain original requests, a copy of the reply to the requester, and all related documentation supporting the decision to release or deny the records, including the records requested.

Disposition: Destroy 2 years after date of reply if records were declassified; destroy 5 years after date of final reply if records were denied in whole or in part. GRS 14, Item 31(a) (1) and Item 31(a)(3)(a).

704-04.2. Copies of requested records.

Disposition: Destroy records with case file.

704-04.3. MDR Appeal Files. Files consisting of the appellant's letter of appeal, a copy of the reply letter to the requester, and records that support the appellant decision, excluding records subject to the appeal.

Disposition: Destroy 4 years after final determination by agency. GRS 14 Item 32a.

a. Copy of records appealed.

Disposition: Destroy with case file.

704-04.4. MDR Report Files. Reports relating to agency implementation of the mandatory review provisions of the current Executive order on classified national security information, including annual reports submitted to the Information Security Oversight Office.

Disposition: Destroy when 2 years old. GRS 14, Item 34

704-05. Automated Files.

704-05.1. An automated data bank of retrievable information on cases that includes requester's name, data requested or proposed for public release, costs, if any, action component and/or action officer, abstracts, release determinations, etc., recorded in electronic form.

Disposition: Destroy when no longer required for reference purposes.

704-06. Privacy Act Amendment Case Files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the

individual's request to amend a record as provided for under 5 U.S.C. 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

704-06.1. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

704-06.2. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.

704-06.3. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

Disposition: Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.

704-07. Privacy Act Accounting of Disclosure Files. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Disposition: Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.

704-08. Privacy Act Control Files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.

704-08.1. Registers or listings.

Disposition: Destroy 5 years after date of last entry.

704-08.2. Other files.



Disposition: Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.

704-09. Privacy Act Reports Files. Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.

Disposition: Destroy when 2 years old.

704-10. Privacy Act General Administrative Files. Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

Disposition: Destroy when 2 years old

## 705. AMERICAN FORCES INFORMATION SERVICE (AFIS)

### 705-01. AFIS Administration.

705-01.1. Hard copy output from data banks storing information on the AFIS 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: Destroy when purpose has been completed.

705-01.2. Temporary non-record material on assigned personnel, office procedures, and other administrative matters.

Disposition: Destroy material on personnel when individuals are reassigned. Destroy other material 1 year after cut off.

705-01.3. Joint Service Motion Picture Files. Contain policy on acquisition, distribution, and care of the films.

Disposition: Permanent. Retire to the WNRC when obsolete or superseded.

### 705-02. American Forces Radio and Television Services (AFRTS) (NC1-330-81-1).

705-02.1. Policies and procedures, describing program, authorizing frequency, signal strength, manning, location, etc.

Disposition: Permanent. Retire to the WNRC when superseded.

705-02.2. Liaison with unions and industry on the use of music agreements, etc.

Disposition: 701-04.

705-02.3. Coordination with State Department and United States Information Agency on arrangements in foreign countries.

Disposition: 701-04.

705-02.4. Documents arranging for lease or purchase of film from industry and the creation of film for this purpose.

Disposition: Record copy is with procurement office. Destroy non-record copy when lease or purchase is completed.

705-02.5. Command Information and DoD new products for use by AFRTS outlets.

Disposition: 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 the 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.

705-03. American Forces Press Service (NC1-330-81-1).

705-03.1. Daily press service teletype News.

Disposition: Destroy after 3 months. GRS 14, Item 3.

705-04. Current News Service (N1-330-92-3). Creates copies of the Current News, Supplemental Clips, and Radio-TV Defense Dialog.

Disposition: Permanent. Cut off when 1 year old. Retire to the WNRC after 5 years; transfer to National Archives when 25 years old.

705-05. RESERVED

705-06. American Forces Training Directorate (AFIS-TD)

705-06.1. Policy planning and program implementation files relating to the development of public affairs and visual information training for the military services.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

705-06.2. Files relating to the development of policy for the Stars and Stripes newspapers.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

705-06.3. Information guidance. Documents describing policy and providing guidance on use of internal information materials pursuant to DoD Instruction 5120.4.

Disposition: Permanent. Retire to the WNRC when obsolete or no longer needed.

705-07. Defense Information School.

705-07.1. Thomas Jefferson Awards Competition Files. Historical documents relating to policy and procedures, award nominations, categories, and recipients.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

706. AUDIOVISUAL (AV) AND VISUAL INFORMATION (VI) MANAGEMENT POLICY (NC1-330-79-6)

706-01. Implementation Files. Records relating to the initiation, development, and implementation of policies, guidelines, and standards for audiovisual and visual information management.

Disposition: Permanent. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 15 years old.

706-02. VI Production Acquisition Files. Documents relating to requirements, approval, acquisition, utilization, and disposition of audiovisual and visual information products and productions.

Disposition: Retire to the WNRC when 5 years old. Destroy when 10 years old. 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.

706-03. AV Management Oversight Files. Records relating to management oversight of the Department of Defense audiovisual and visual information activities.

Disposition: Retire to the WNRC when 5 years old. Destroy when 10 years old.

706-04. AV Resources Files. Records relating to audiovisual and visual information resources: equipment and facility reports; standards; authorization, consolidation, and elimination documents.

Disposition: Retire to the WNRC when 5 years old. Destroy when 10 years old.

706-05. RESERVED

706-06. Defense Automated Visual Information System (DAVIS) Databases. The D201 database contains descriptive information about individual productions that are produced, acquired, or proposed by the Department of Defense or its Component Services and Agencies. The D202/D203 databases contain descriptive data about audiovisual production and other facilities. The D207 database contains a thesaurus that is used in data input into D201.

706-06.1. Machine-readable database records.

Disposition: Maintain until this office no longer has the mandated requirement to maintain the DAVIS. At that time, offer the R81 (Records transferred to NARA) and R91 (Records destroyed or Otherwise Disposed of) files to NARA. Data in other files may be destroyed when no longer needed since any data of value shall have been incorporated by NARA into their D260 or a successor file.

706-06.2. Paper input documents (such as the completed DD Form 2054s and DD Form 1995s) not incorporated into other files.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

706-07. Caption Data Records. DD Form 2537 "Visual Information Caption Sheet" and other caption data records received from the field (in either paper or electronic form), or created by the DoD Joint Combat Camera Center (JCCC) to describe edited COMCAM extracts or compilation videos created within the DoD JCCC. 701-10.5.1.

Disposition: Follow the disposition instructions applicable to the imagery to which the caption data relates. For imagery accessioned into the Defense Visual Information Center caption data and related documentation shall become part of the record master material. As part of the record master, this material is subject to the NARA offer and disposition rules.

706-08. Removed.

706-09. Removed.

706-10. Military Photographer of the Year Competition Files

706-10.1. Administrative correspondence and documents relating to location, award categories, judges, and notification of winners.

706-10.2. Historical documents relating to policy and procedures, award nominations, categories, and recipients.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

706-11. Military Graphic Artist of the Year

706-11.1. Administrative correspondence and documents relating to location, award categories, judges, and notification of winners.

706-11.2. Historical documents relating to policy and procedures, award nominations, categories, and recipients.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

706-12. Distribution Folders. Address lists, correspondence, and other documents relating to the initial and subsequent distribution of VI productions and products.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

706-13. Audiovisual Distribution Files. Records relating to distribution of DoD audiovisual and visual information products; receiving reports, inspection reports, basis of issue plan, computer generated pick list, distribution summary worksheets, and copies of records from original project folder.

Disposition: PENDING APPROVAL. Retain in CFA until disposition instructions have been approved by NARA.

707. PUBLIC AFFAIRS PLANNING AND GUIDANCE FILES (N1-330-90-1)

707-01. Military Exercise Public Affairs Plans and Files. Documents on the coordination and approval of proposed public affairs guidance and plans concerning military exercises hosted by Combatant Commands. Documents include the proposed plan and or guidance, correspondence, and notes created during the coordination process, and the final approved plan or guidance.

Disposition: a. Annual Exercises - Public Affairs plans and guidance for exercises held annually: cut off annually; destroy after 1 year. b. Bi-annual Exercises - Public Affairs plans and guidance for exercises held bi-annually: Cut off at the end of the year in which exercise is held; destroy after 2 years. c. Irregularly Scheduled Exercises - plans and

guidance for exercises that are held on a one-time basis or at irregular intervals: cut off annually; destroy after 5 years.

707-02. Military Contingency Operations Public Affairs Plans and Guidance Files. 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; retire to the WNRC after 5 years; transfer to the National Archives after 25 years.

707-03. OSD Publication PA Plans Files. 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; retire to the WNRC after 5 years; transfer to the National Archives after 25 years.

707-04. DoD National Media Pool Files. Contains documents on the operation of the DoD National Media Pool.

707-04.1. Policy Files. Files that establish policy for operation of the media pool. Included are policies governing composition of the pool, quarterly rotation policies, media ground rules, and associated policies.

707-04.2. Studies. 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; retire to the WNRC after 2 years; transfer to the National Archives after 25 years.

707-04.3. Quarterly Rotation Files. Documents indicating the Agencies/organizations to be represented on quarterly media pools.

707-04.4. 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.

707-04.5. 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; retire to the WNRC after 5 years; transfer to the National Archives after 25 years.

707-05. Exercise Participation Public Affairs Files. 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; retire to the WNRC after 5 years; transfer to the National Archives after 25 years.

707-06. Long-Range PA Planning Files. 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; retire to the WNRC after 5 years; transfer to the National Archives after 25 years.

707-07. Wartime Public Affairs Planning Files. 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; retire to the WNRC after 5 years; transfer to the National Archives after 25 years.

707-08. Public Affairs Special Project Files. Documents on special, one-time projects assigned to the Plans Directorate.

Disposition: Cut off when superseded, obsolete, or completion of project. Destroy after 5 years.

#### 708. SECDEF'S AND DEPSECDEF'S MEDIA AND TRIP FILES (N1-330-993-3)

708-01. SecDef's and DepSecDef's Media and Trip Files. Documents including invitations and correspondence to and from the Secretary and Deputy Secretary of Defense concerning U.S. and foreign media interviews, public speeches, installation visits, and other events related to SecDef and/or DepSecDef travel. Individual files for each media, speech, or trip event include SecDef and/or DepSecDef, ASD (PA) guidance, geographic, legislative and military program issue papers, coordination memoranda, after-action reports, and various working documents supporting an overall approved

event card or trip itinerary.

Disposition: Cut off upon change of SecDef. Retire to the WNRC when no longer needed for reference or 10 years after cut off, whichever is sooner. Transfer to National Archives when 25 years old.