

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-506-02-8</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-29-2002</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Support Staff Group			
3. MINOR SUBDIVISION Corporate Communications			
4. NAME OF PERSON WITH WHOM TO CONFER Sue W. Hall	5. TELEPHONE NUMBER 804-734-8817	DATE <i>1-14-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
<b>6. AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>14</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>07-19-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sue W. Hall</i>		TITLE Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	Corporate Communications "Recordkeeping Copy: Media Neutral		
<i>cc Agency NR NWMW NWCS</i>			

## 5-14 CORPORATE COMMUNICATIONS

5-14 CORPORATE COMMUNICATIONS. *Relates to the program and functions involving relationships between DeCA and the public, internal and external information activities, and community relations.*

~~5-14a~~ GRS

5-14b BIOGRAPHIES. Biographies, photographs, news clippings, and related documents pertaining to military/civilian personalities including local commissary officer arranged alphabetically.

1 (1) HQ, Region, commissaries: **DEST** 6 months after retirement, transfer, separation, or death of person concerned. **COFF** upon retirement, transfer, separation, or death of person concerned, maintain in CFA for 6 months and **DEST**. **NOTE:** Biographies on leading individuals may be transferred to the Historian for use as historical source data.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

2 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

3 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14d INSTALLATION RELATIONS. Documents on the maintenance and improvement of relations between the Agency and local installations.

4 (1) HQ, Region, commissaries: **DEST** after 2 years or when no longer needed for reference, whichever is later. **COFF** end of FY, maintain in CFA for remaining retention and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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6 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14e ELECTRONIC COMMUNICATIONS PROGRAM. Documents regarding the use of radio/television/video media for communicating with target audiences.

7 (1) HQ, Region, commissaries: **DEST** when obsolete, superseded, or no longer needed for operations, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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9 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14f FACT SHEETS. Informational material on Agency events, region activities, and commissary functions.

10 (1) HQ, Region, commissaries: **DEST** when obsolete, superseded, or no longer needed for operations, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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12 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14g HOMETOWN NEWS PROGRAM. News releases through which DeCA members receive recognition of duty performance in their hometowns.

13 (1) HQ, Region, commissaries: **DEST** 6 months after retirement, transfer, separation, or death of person concerned. **COFF** upon retirement, transfer, separation, or death of person concerned, maintain in CFA for 6 months and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

14 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

15 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14h MEDIA RELATIONS. Documents on assistance provided to magazine/book representatives in the development of feature stories concerning Agency activities developed in response to written requests.

16 (1) HQ, Region, commissaries: **DEST** after 2 years or when no longer needed for reference, whichever is later; COFF end of FY, maintain in the CFA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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18 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14i MEDIA QUERY INFORMATION. Guidance on the release of information in response to requests or inquiries from the media or public.

19 (1) HQ, Region, commissaries: **DEST** after 2 years or when no longer needed for reference, whichever is later. COFF end of FY, maintain in CFA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

21 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14j MEDIA TRAINING. Documents relating to media training program for senior DeCA officials including functional chiefs and directors at headquarters, region commanders/directors, and select personnel at commissary level.

22 (1) HQ, Region, commissaries: **DEST** when superseded, obsolete, or when no longer needed for current operations, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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24 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14k NEWS CONFERENCE RECORDS. Documents developed for managing news conferences.

25 (1) HQ: **DEST** when superseded, obsolete, or when no longer needed for current operations, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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27 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14l PATRON AWARENESS PROGRAM. Documents used in enhancing patron awareness

of the commissary benefits.

28 (1) HQ, Region, commissaries: **DEST** after 3 years or when no longer needed for reference, whichever is later. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

29 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

30 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14m PATRON RESPONSE PROGRAM. Documents resulting from actions taken to evaluate and improve the overall commissary system. Included are Your Action Line (YAL), coordinating actions and related information.

31 (1) HQ: **DEST** after 2 years. COFF end of FY, maintain in CFA for 2 years and DEST.

32 (2) Region, CDC: **DEST** after 1 year. COFF end of FY, maintain in CFA 1 year and DEST.

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

33 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

34 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14n CORPORATE COMMUNICATIONS GUIDANCE. Documents denoting corporate communications policies, procedures and guidance for DeCA.

35 (1) HQ, Region, commissaries: **DEST** when superseded, obsolete, or no longer needed for operations, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that

are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

36 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

37 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14o CORPORATE COMMUNICATIONS OPERATING INSTRUCTIONS. Documents used to establish operating instructions for the Corporate Communications Office and the region public affairs representatives.

38 (1) HQ, Region: **DEST** when superseded, obsolete or no longer needed for current operations, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

39 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

40 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14p CORPORATE COMMUNICATIONS RELEASES. Documents on the preparation, coordination, clearance, and release of information to the public, to include briefing documents, news releases, photographs/negatives/contact sheets, slides, speeches, and videotapes.

41 (1) HQ, Region, commissaries: **DEST** after 2 years. COFF end of FY, maintain in CFA for 2 years and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

42 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories,

or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

43 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14q **STORY/VIDEO SUBMISSIONS.** Information provided in support of region corporate communications programs which includes Vision story ideas/photos, video ideas, etc.

44 (1) Commissaries: **DEST** after 2 years. COFF end of FY, maintain in CFA for 2 years and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

45 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

46 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14r **SECURITY AND POLICY REVIEW PROGRAM.** Documents that determine the degree of releasability of information to the public.

47 (1) HQ: **DEST** after 3 years <sup>after policy is superseded.</sup> or when no longer needed for reference, whichever is later. <sup>agency concurrence to modify tes 9/18/02</sup>  
COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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49 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14s **SPEAKERS BUREAU FILES.** Documents which depict type of organization and events for which a speaker is best suited, subject matter he/she is best qualified to present, and records of

speeches and public appearances made.

50 (1) HQ, Region: **DEST** 6 months after retirement, transfer, separation, or death of person concerned. COFF upon retirement, transfer, separation, or death of person concerned, maintain in CFA for 6 months and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

51 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

52 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-14t **SPECIAL EVENTS PLANNING.** Documents used in planning ceremonies, dedications, retirements, exhibits, Armed Forces Day, or other special events.

53 (1) HQ, Region, commissaries: **DEST** after 3 years, or when no longer needed for reference, whichever is later. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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55 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-15 **HISTORICAL PROGRAM.** *Relates to the program for production of specific or general histories and the assignment of responsibilities for writing them, including implementing actions.*

5-15a **HISTORIES.** These files consist of documents, which reflect the history of DeCA. They are maintained by the DeCA historian and include only significant records that document the mission, development, and operation of DeCA. Included are formally prepared histories, including organizational and function histories, produced by the DeCA historian or others for DeCA; past organizational histories and supplements; minutes of staff level meetings; special

studies; orders and plans pertaining to activations, redesignations, reorganizations, and changes in operational policy and procedure; activity memorialization; and other information relating to historic ceremonies and special events; and similar documents with historical value. Arranged by subject.

~~56 (1) HQ Historian: PERMANENT. Maintain until deactivation of the agency. TRF to NARA in 5 year blocks when 15 years old.~~

~~57 (2) Other offices, regions: DEST when no longer needed for reference purposes.~~

~~58 (3) Commissaries: TRF all contents of this file to include scrapbooks, photos, plaques, trophies and other memorabilia to HQ historian upon closure~~

~~(4) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

~~59 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. DEST/delete within 180 days after the recordkeeping copy has been produced.~~

~~60 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DEST when dissemination, revision, or updating is completed.~~

5-15b HISTORICAL BACKGROUND AND REFERENCE MATERIALS. Materials accumulated by historians or for historical purposes consisting of documents collected or maintained as source material, such as transcripts of interviews; maps, charts, and statistical compilations, and special collections of policy directives and correspondence of exceptional importance; summaries of major problems and events submitted by operating officials; historian's notes regarding organization of materials; and manuscripts and comments relating thereto. **Official record copies of documents proper for filing in offices other than historians' offices will not be incorporated into this file series; however, copies thereof may be included.**

62 (1) HQ Historian: DEST when no longer needed for reference purposes.

63 (2) HQ, Regions, CDC, commissaries: DEST when no longer needed for reference purposes.

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

64 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail

See following page for modified disposition instructions

5-15a HISTORIES (continued)

(1) HQ Historian: **PERMANENT**.

56 (a) Textual: Maintain until deactivation of the agency. TRF to NARA in 5 year blocks when 15 years old.

57 (b) Electronic: COFF at end of each year. TRF to the National Archives 5 years after COFF. At the time of transfer, NARA and DeCA will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. DeCA will also transfer any indexes or other records maintained for the management, search, and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are accessioned by NARA.

58 (2) Other offices, regions: **DEST** when no longer needed for reference purposes.

59 (3) Commissaries: TRF all contents of this file to include scrapbooks, photos, plaques, trophies and other memorabilia to HQ historian upon closure. NOTE: These items will not be transferred to NARA. They will be maintained by the agency until deactivation and then offered to one of the service museums.

(4) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

60 (a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

61 (b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

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directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

65 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-15c **HISTORIAN SOURCES.** Documents used as source data in preparation of historical volumes (photocopies of correspondence, reports, directives, pamphlets, publications, photographs, videotapes, or other official records).

66 (1) HQ Historian: **DEST** 2 years after publication of the related volumes. Note: material applicable to future volumes may be retained for reference purposes. **COFF** after publication of volumes, maintain in CFA for 2 years and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

67 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

68 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-15d **ACTIVITY MEMORIALIZATION FILES.** Documents accumulated incident to the naming of a building, group of buildings, street, driveway, area, or facility, and consisting of correspondence, orders, photographs, citations, and related records.

69 (1) HQ Historian: **COFF** when no longer needed for reference purposes and transfer to the Histories File 5-15a.

70 (2) Regions, CDC, commissaries: **DEST** when no longer needed for historical reference purposes.

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

71 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared

network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

72 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-15e **SIGNIFICANT PHOTOGRAPHS.** Still photographs of senior agency officials and events that result from significant agency responsibilities and constitute evidence of the mission, organization, function, decisions, procedures, operations or other activities. ~~The official record copy includes captioned prints, negatives and/or slides.~~ Annual accumulation is: *agency concurrent to modify tea 7/29/02*

73 (1) HQ: Official Record Set. Maintain until deactivation of agency. Offer collection to the Defense Visual Information Center.

74 (2) Other HQ offices, Regions: **DEST** when no longer needed.

75 (3) Commissaries: TRF contents of this file to the HQ Historian upon closure.

(4) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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77 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-16 *VISUAL INFORMATION (VI).* These records concern policies, procedures, and responsibilities for direction, planning, programming, and implementing visual information system requirements and relates to technical and logistical aspects of programs and functions involving visual information productions, graphic presentations, graphic publications, exhibits, training aids, and audiovisual support.

~~5-16a GRS~~

5-16b **VISUAL INFORMATION MANAGEMENT REPORTS.** Reports containing management data on visual information activities.

78 (1) HQ: **DEST** after 3 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a

recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

79. a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

80. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-16c VISUAL INFORMATION PRODUCT CONTROLS. Documents related to requirements, justifications, and approvals for the development, production and procurement of visual information devices, equipment and products.

81. (1) HQ: **DEST** after 3 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

82. a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

83. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-16d VISUAL INFORMATION WORKORDER REQUESTS. Requisitions and other requests for the production of, the use, or information relative to various items of VI presentations and services.

84. (1) HQ: Region, commissaries: **DEST** after 3 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

85. a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives

that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

86

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

5-16e VISUAL MEDIA PROGRAM. Documents related to products to be used in commissaries to assist in conveying DeCA themes and messages, and to develop corporate identity.

87

(1) HQ, Region, commissaries: **DEST** when obsolete, superseded, or no longer needed for current operations, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

88

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

89

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

~~5-16f GRS~~

~~5-16g GRS~~

~~5-16i GRS~~

~~5-16k GRS~~

~~5-16l GRS~~

5-16m EXHIBIT MATERIAL. Documents reflecting planned exhibit construction, policies, support, methods, and approaches, fact sheets and similar material.

90

(1) HQ: **DEST** after 3 years. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

91

a. Copies that have no further administrative value after the recordkeeping copy is

made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

92 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

~~5-16n~~ GRS