

Request for Records Disposition Authority

Records Schedule Number DAA-0127-2014-0024
Schedule Status Approved

Agency or Establishment Department of the Navy
Record Group / Scheduling Group Records of the U.S. Marine Corps
Records Schedule applies to Major Subdivision
Major Subdivision HQ Marine Corps
Minor Subdivision Administrative and Resouce Division
Schedule Subject SSIC 3104
 Combat Camera Operations Records

Internal agency concurrences will be provided Yes

Background Information Visual Information (VI) Materials Files. Motion media; still photography; and audio; recordings covering air, sea, and ground actions, contingencies and emergencies of the Marine Corps in combat and combat support operations, including force deployments and activities before, during, and after military engagements.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0127-2014-0024

Sequence Number	
1	Combat Camera System Records
1.1	Combat Camera Master File Disposition Authority Number: DAA-0127-2014-0024-0001
1.2	Digital Photographs and Videos (Temporary) Disposition Authority Number: DAA-0127-2014-0024-0002

Records Schedule Items

Sequence Number									
1	<p>Combat Camera System Records</p> <p>Marine Corps Combat Camera is organized and structured to provide commanders at every element of the Marine Air Ground Task Force, training commands and supporting establishments, with digital and physical photographic and video imagery that achieve the Commander's desired effects. These requirements include Strategic Communication (SC), Information Operations (IO) and Military Information Support Operations (MISO), Civil Affairs, Intelligence, training and readiness, administrative Combat Camera services, historical documentation, and visual communication. Digital imagery is captured in the Combat Camera Systems (CCS) Family of Systems (FoS) which provides the Marine Corps with the ability to acquire, manage and disseminate VI products. CCS supports all elements of the MAGTF by providing a full range of professional imagery collection, print and reproduction capabilities. The following equipment is included in the CCS FoS: • Combat Imagery Scalable Archive Database (CISAD): Fills the requirement for hardware and software capable of importing, cataloging, archiving and retrieving video and still digital imagery, and to make imagery available to commanders via a web based searchable database. • Combat Still Imagery System (CSAS): Fills the requirement for still imagery acquisition. • Combat Video Acquisition System (CVAS): Fills the requirement for video imagery acquisition. • Night Vision System, Camera (NVSC): Fills the requirement to acquire still and video imagery in low light. • Visual Information Imagery Editing System (VIIES): Fills the requirement for still and video imagery editing, product development and transmission. • Tactical Imagery Production System (TIPS): Fills the requirement for high speed printing, video and photo duplication and editing, product development, printing and dissemination.</p>								
1.1	<p>Combat Camera Master File</p> <p>Disposition Authority Number DAA-0127-2014-0024-0001</p> <p>Digital still and motion images of value that have been determined to be of significant and historical importance covering air, sea, and ground actions, contingencies and emergencies of the Marine Corps in combat and combat support operations.</p> <table border="0"> <tr> <td>Final Disposition</td> <td>Permanent</td> </tr> <tr> <td>Item Status</td> <td>Active</td> </tr> <tr> <td>Is this item media neutral?</td> <td>Yes</td> </tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td>Yes</td> </tr> </table>	Final Disposition	Permanent	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Final Disposition	Permanent								
Item Status	Active								
Is this item media neutral?	Yes								
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes								

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SSIC 3104	COMBAT CAMERA OPERATIONS RECORDS

Disposition Instruction

Cutoff Instruction **Transfer visual information to the DIMOC as soon as possible, but no later than one year from date of creation. DIMOC will cut off visual information annually.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 1 year(s) after last year of the block.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Transfer to NARA based on Defense Imagery Management Operations Center (DIMOC) disposition schedule.**

How frequently will your agency transfer these records to the National Archives? **Unknown
Transfer to NARA based on Defense Imagery Management Operations Center (DIMOC) disposition schedule.**

1.2

Digital Photographs and Videos (Temporary)

Disposition Authority Number **DAA-0127-2014-0024-0002**

Temporary digital photographs and videos that are of good quality by industry standards and are of use within the context of business, research or research use but have been determined to not be of significant and historical importance.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SSIC 3104	COMBAT CAMERA OPERATIONS RECORDS

Disposition Instruction

Cutoff Instruction **Destroy immediately after concluding image is not of value**

Retention Period **Destroy immediately after concluding image is not of value**

Additional Information

GAO Approval **Not Required**

Agency Certification

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/24/2014	Return to Submitter	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
09/25/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
02/02/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/27/2016	Submit For Certification	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
04/27/2016	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
08/08/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist