

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMPTROLLER OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARIES OF DEFENSE  
DIRECTOR OF ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF DEFENSE AGENCIES

SUBJECT: Lifecycle Management of DoD Visual Information

References: (a) DoD Directive 5015.2, DoD Records Management Program, March 6, 2000  
(b) DoD Directive 5040.2, Visual Information, December 7, 1987

This directive-type memorandum provides guidance and prescribes procedures for recording, captioning, handling, preserving, and storing visual information (VI) records to maximize the usefulness of VI to both the DoD mission and the historical record, in accordance with the requirements of references (a) and (b).

The guidance and procedures prescribed by this memorandum are contained in attachments 1-4, as follows:

1. “[Decision Logic Table Instructions](#) for Recording and Handling Visual Information Material,” which provides guidance on what subjects camera operators should record and the DoD Components should ensure is preserved.
2. “[Instructions for Handling Visual Information \(VI\) Material](#),” which provides guidance on the handling of specific VI media.
3. “[Visual Information \(VI\) Records Schedule](#),” which directs that certain categories of VI records, namely those of potential historical or archival value, be sent for storage to the central DoD visual information records center, the Defense Visual Information Center (DVIC). When approved by the National Archives and Records Administration, the VI Records Schedule will provide legal authority for both the disposal of VI records that are not of historical or current administrative value, and the transfer of historically-valuable VI records not currently needed in the DoD to the National Archives.

4. “[DoD Imagery and Caption Style Guide](#),” which provides guidance on the captioning of VI records and on the transmission of such records to the central DoD imagery reception and distribution point, the Joint Combat Camera Center (JCCC).

Due to their volume, these attachments have been posted to the Defense Visual Information (DVI) web site at <http://dodimagery.afis.osd.mil/> (select “VI Policies/Procedures”) instead of being physically included with this memorandum.

Except for those provisions of the Visual Information (VI) Records Schedule concerning the disposition of records, the policy guidance contained in the attachments is effective immediately. These documents will be published as DoD Manuals within the next 180 days.

Clifford H. Bernath  
Director, AFIS  
Performing the Duties of  
the ASD (PA)

Attachments  
As stated