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AFI 33-117, 16 November 2001, is supplemented as follows: The OPR for this supplement is 10 CS/SCSQ (Ms. Marsha Taylor). This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-117, *Visual Information (VI) Management*. This supplement applies to all United States Air Force Academy (USAFA) and tenant units. This supplement also applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units and members when utilizing USAFA VI resources. Use AF Form 847, **Recommendation for Change of Publication**, to send proposed changes to 10 CS/SCS, 4199 Academy Drive, USAF Academy CO 80840-4200. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF REVISIONS**

This is the first issuance of this supplement. This supplement was formerly the USAFA Instruction USAFAI33-117. The entire instruction was renumbered to supplement paragraph 6.1. of AFI33-117, no content was changed. Office Symbols were updated.

**6.1.1. (Added) Administering USAFA Historical Archive Policy and Procedure:**

6.1.1.1. (Added) Determining the scope and treatment of the imagery retained for archiving on the USAFA will be the responsibility of the Base Multimedia Manager (10 CS/SCS) and the current USAFA Point of Contact (POC) for Special Collections (HQ USAFA/DFSELSC).

6.1.1.1.1. (Added) The 10 CS Photo Lab (10 CS/SCRVP) will be responsible for implementing the procedures determined in this document and maintaining an ongoing repository for retained images.

**6.1.2. (Added) USAFA Historical Imagery Archive Location:**

6.1.2.1. (Added) Imagery archives for USAFA shall be maintained in a designated file in the customer service area of 10 CS/SCRVP, located on the first floor of Fairchild Hall.

6.1.2.2. (Added) The aforementioned archives will be accessible by USAFA Library Special Collections Representatives (HQ USAFA/DFSELSC) for the purpose of adding to their holdings of historical USAFA images and documentation, as required by AFI 37-138/Sup 1, *Records Disposition-Procedures and Responsibilities*, paragraph 3.2.2.1. (Added).

6.1.3. (Added) **Proper Format and Presentation of Historical Imagery:**

6.1.3.1. (Added) The majority of retained images will be in digital format, stored on Compact Disc Read Only Media (CD ROM), to include a printed proof sheet of thumbnail images to show the content of the Compact Disc (CD).

6.1.3.2. (Added) Archives may include images retained on film negatives.

6.1.3.3. (Added) All CD ROM's, proof sheets and negatives will be properly stored in brown envelopes and filed in the "Special Collections" file maintained in the customer service area of 10 CS/SCRVP.

6.1.4. (Added) **Proper Labeling and Identification of Retained Images:**

6.1.4.1. (Added) Labels for image archives will include proper identification.

6.1.4.1.1. (Added) Brief description of the image.

6.1.4.1.2. (Added) Date of the photo shoot.

6.1.4.1.3. (Added) Photographer's name.

6.1.4.1.4. (Added) 10 CS/SCRVP work order number.

6.1.5. (Added) **Image Retention Plan.** The image retention plan is a way of categorizing Air Force Academy images and deciding what events are historically significant enough to archive in the USAFA Special Collections Department. The following categories serve as guides to determine what is kept and what is returned to the customer.

6.1.5.1. (Added) **Retained Images:**

6.1.5.1.1. (Added) Portraits:

6.1.5.1.1.1. (Added) Colonel and higher or Squadron Commanders:

6.1.5.1.1.1.1. (Added) Filed alphabetically by officer's last name; when new commander arrives the outgoing commander's negatives are released to Special Collections.

6.1.5.1.2. (Added) Department and Group Photos:

6.1.5.1.2.1. (Added) Includes Cadet Wing and Group Staff:

6.1.5.1.2.1.1. (Added) Filed alphabetically by department; when new photos are taken the old are transferred to Special Collections.

6.1.5.1.3. (Added) Special Ceremonies:

6.1.5.1.3.1. (Added) All graduation week events (except concerts).

6.1.5.1.3.2. (Added) Change of Command Ceremonies (active duty only).

6.1.5.1.3.3. (Added) Distinguished Visitor's Tours and Special Events.

6.1.5.1.3.4. (Added) Lecture Series.

6.1.5.1.3.5. (Added) Annual Awards Banquets.

- 6.1.5.1.3.6. (Added) Prep School Basic Cadet Training (BCT) and Graduation.
- 6.1.5.1.3.7. (Added) Mission Related Documentation (i.e., Academic Classes, Basic Cadet Training, Combat Survival Training, Global Engagement, etc).
- 6.1.5.1.3.8. (Added) Parades.
- 6.1.5.1.3.9. (Added) Basewide New Construction and Renovation.
- 6.1.5.1.3.10. (Added) Ribbon Cutting Ceremonies.
- 6.1.5.1.3.11. (Added) Dedications.
- 6.1.5.1.4. (Added) Athletic Events.
  - 6.1.5.1.4.1. (Added) Officially requested imagery of USAFA Athletics captured by 10 CS/SCRVP will be retained.
  - 6.1.5.1.4.2. (Added) Other imagery related to USAFA Athletics is properly available through Athletics (HQ USAFA/AH) archive by separate agreement with HQ USAFA/AH.
- 6.1.5.2. (Added) **Images Returned to the Customer (do not retain for historical purposes):**
  - 6.1.5.2.1. (Added) Retirements.
  - 6.1.5.2.2. (Added) Promotion Ceremonies.
  - 6.1.5.2.3. (Added) Director's and Commander's Calls.
  - 6.1.5.2.4. (Added) Quarterly Award Ceremonies.
  - 6.1.5.2.5. (Added) Golf Tournaments.
  - 6.1.5.2.6. (Added) Awards (unless historically significant or in conjunction with USAFA Graduation work orders).
  - 6.1.5.2.7. (Added) Chorale Concerts.
  - 6.1.5.2.8. (Added) Blue Bards Productions.
  - 6.1.5.2.9. (Added) Sports (given to the Athletic Department).
  - 6.1.5.2.10. (Added) Studio (below colonel).
  - 6.1.5.2.11. (Added) Self-help Film.
- 6.1.6. (Added) **Exceptions:**
  - 6.1.6.1. (Added) Exceptions to this policy may be requested by the POC for USAFA Special Collections and will be considered on a case-by-case basis by the Base Multimedia Manager (10 CS/SCS).
  - 6.1.6.2. (Added) Exceptions to this policy may also be mandated by order of the Commander, 10th Communications Squadron (10 CS/CC); the Commander, 10th Air Base Wing (10 ABW/CC); or the USAFA Superintendent (HQ USAFA/CC).
- 6.1.7. (Added) **USAFA Special Collections Library:**
  - 6.1.7.1. (Added) The Special Collections Library is located on the 6th floor of Fairchild Hall on the north end of the building (next to the Gimbel Library).

6.1.8. **Forms Adopted** : (Added) AF Form 847, **Recommendation for Change of Publication.**

KRISTEN A. DOTTERWAY, Lt Col, USAF  
Commander, 10th Communications Squadron