

AGENCY REVIEW OF NARA TECHNICAL REQUIREMENTS FOR PERMANENT ELECTRONIC RECORDS

Digital Photographic Records

Please respond to the following questions by circling "yes" or "no". For each question where a "no" response is indicated, please attach supplemental information explaining how the question is handled in your agency.

Upon completion please sign and submit to NARA with the proposed SF-115 for the related permanent electronic records.

Record Series/System: This is a general response for all Office of Director of National Intelligence (ODNI) digital photographic records, both permanent and temporary. Individual record series are described in the proposed ODNI Records Control Schedules.	
1. Are the digital photographic records in a format acceptable for transfer to NARA (e.g., JPEG, TIFF)?*	YES
2. Do the digital photographic records consist of natural, real-world scenes or subjects (i.e., not satellite imagery, aerial photography, or vector-based images)?	YES
3. If the digital photographic records were born-digital (originated from a digital camera) and they were captured after January 1, 2005, were they captured as six megapixel files or greater?	YES
4. If the records are not born-digital, are the photographs scanned as 3000 line files (or greater) to approximate a 6 megapixel file image?	YES
5. Are the photographic records produced with true optical resolution, i.e. without resizing or interpolating to a higher resolution?	YES
6. Do the photographic records include descriptive metadata such as captions, photographer names, copyright, and unique identification numbers?*	NO
In most digital photo collections, the photos were taken by only one person, and had descriptive file names (subject or event).	
7. Do the photographic records include technical metadata such as camera model, file header structure, and file naming conventions?	YES
8. Are there provisions for assuring the integrity and continued usability of the electronic records until they are ready for transfer to NARA?	YES

Assuring future integrity of and access to permanent records is a major ODNI objective as the Information Management staff proceeds with its program of inventorying records, counseling components on proper record keeping practices, and preparing Records Control Schedules. In keeping with this objective we issue guidance consistent with the language proposed in ODNI Records Control Schedules for permanent electronic records:

Maintain electronic files in active system until no longer needed, copy to verified accessible format and medium as required for preservation and continued reference. Transfer to NARA when 30 years old in a medium and format acceptable to NARA in accordance with standards set forth in Federal regulations.

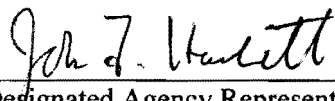
In addition to the aforementioned efforts, ODNI recently has begun two major initiatives to establish file plans and build support for an electronic records management (ERM) system that is DOD 5015.2 compliant:

- **Our ODNI Draft File Plan is nearly complete and aligns to the Federal Enterprise Architecture Framework. We have tested our file plan with several offices, applying it to their records on share drives and assessing how it links to disposition instructions in proposed Records Control Schedules. We have been pleased with the results. We will continue to roll out our file plan in the coming months.**
- **We have made a compelling case for a corporate ERM system to our senior management and information technology (IT) staff. We have formalized an ERM Working Group to actively pursue the acquisition and implementation of an ERM system. We are scheduled to present our requirements to the corporate IT board. Until an agency-wide ERM solution is available, we will continue our efforts to insert electronic recordkeeping requirements into the system development process. Certain ODNI systems that house some of its most important mission records virtually assure that the records will be properly protected from deletion or alteration. For example, electronic records posted to such repositories cannot be deleted or altered except by the system administrators.**

Finally, every new employee to ODNI must participate in an orientation training session, which includes a briefing on records management. ODNI believes that with proper training, it has employees of the highest integrity who will do their utmost to obey both the letter and spirit of the records preservation provisions of the Federal Records Act.

*** Addendum:**

Due to the nature of some organizations within the ODNI such as the National Counterterrorism Center, whose mission is to integrate information (including digital images) gathered from various sources, the digital photographic records of these organizations do not necessarily conform to the above-mentioned criteria because of circumstances outside the control of ODNI. What can be said about these records is that the majority are in .jpeg format; consist of real-world scenes or subjects; are filed using descriptive names, dates, and identifier numbers; and include copyright information if applicable.



Designated Agency Representative

4/7/2009

Date