

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-98-20	DATE RECEIVED 3-30-98
1. FROM (Agency or establishment) Department of Energy Washington, DC 20585		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Department-wide		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE <i>for</i> ARCHIVIST OF THE UNITED STATES 12/2/99 <i>Michael Miller</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Wallace	5. TELEPHONE 301 903 4353		
<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>3</u> page(s) are not now needed for the business of 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 3/25/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Wallace</i> Mary Ann Wallace	TITLE Team Leader, Records Mgt.	
7. ITEM NO. 1	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Administrative Schedule <i>17</i> , based upon GRS <i>17</i> ; See Attachment.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

cc: Agency; NR, NWMD, NWMW

**ADMINISTRATIVE RECORDS SCHEDULE 17:**  
**CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND**  
**ENGINEERING RECORDS . . . . . 2**

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DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 17:  
CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND  
ENGINEERING RECORDS

DOE creates and receives cartographic, aerial photographic, architectural, and engineering design records in connection with official activities. Many of these records have continuing historical value after they are no longer of use to the Department. This records schedule covers only disposable records. Guidelines for identifying and scheduling the records of continuing value are provided in "Managing Cartographic and Architectural Records: An Instructional Guide." This Guide must be used in conjunction with this schedule to insure proper disposition of all Departmental cartographic, aerial photographic, architectural, and engineering design records.

This schedule covers cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering records. Cartographic and aerial photographic records created before January 1, 1950, and architectural and engineering drawings created before January 1, 1921, must be brought to the attention of the National Archives before applying the disposition instructions in this schedule.

~~1. **Cartographic Records Prepared During Intermediate Stages of Publication.** (GRS 17, item 1)~~

~~Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.~~

~~Destroy when no longer needed.~~

~~2. **Vertical and Oblique Aerial Photography.**~~

~~Vertical and oblique film in black and white, color, or "false color," including related photo indexes (controlled or uncontrolled mosaics), flight line indexes, or coordinate grid systems used as finding aids.~~

- ~~a. Unannotated duplicate copy negatives, internegatives, rectified negatives, and glass plate negatives.~~

~~Destroy when no longer needed for DOE use.~~

- b. ~~Unannotated prints when original film negatives exist.~~

~~Destroy when no longer needed for DOE use.~~

~~[NOTE: Aerial photography means 1) Visual images of the surface of the earth, of other planetary bodies, or of the atmosphere, taken from airborne vehicles for the purpose of evaluating, measuring, or mapping the cultural and physical features of the landscape or sky, and related tabular and graphic indexes necessary for the proper identification and retrieval of these records, and 2) Conventional aerial photographs taken from aircraft produce direct film images from cameras. Other remote sensing imagery, such as that from orbiting satellites, which requires conversion or alteration of sensor data from digital, electronic, or computerized form to photographic or videographic images, must be scheduled for disposition on a case by case basis.]~~

**3. Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Departmental Mission. (EXCEPTION TO GRS 17, item 3)**

Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.

Destroy when 75 years old.

~~**4. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems. (GRS 17, item 4)**~~

~~Destroy when superseded or after structure or object has been retired from service.~~

**5. Contract Negotiation Drawings. (EXCEPTION TO GRS 17, item 5)**

Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as-built drawings.

- a. Drawings from nuclear facilities or facilities that produced or stored hazardous materials.

Cut off when no longer needed for administrative purposes. Destroy when 75 years old.

- b. All other facilities.

Destroy when superseded by as-built drawings.

**6. Space Assignment Plans. (EXCEPTION TO GRS 17, item 6)**

Outlined floor plans indicating occupancy of a building.

- a. Plans from nuclear facilities or facilities that produced or stored hazardous materials.

Cut off when no longer needed for administrative purposes. Destroy when 75 years old.

- ~~b. All other facilities.~~

~~Destroy in accordance with GRS 17, item 6.~~

~~**7. Architectural Models.**~~

*GRS 17, item 7 exception as non-records*

~~Models prepared for illustrative or presentation purposes.~~

~~Destroy when no longer needed for administrative purposes, or when 10 years old, whichever is sooner..~~

~~[NOTE: These models may be offered for donation to museums or similar organizations after approval by NARA under the provisions of 36 CFR 1228.60.]~~

~~**8. Engineering Drawings of Routine Minor Parts. (GRS 17, item 8)**~~

~~Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipefittings, brackets, struts, plates, and beams, if maintained separately or they can be segregated from a larger file.~~

~~Destroy when superseded or after structure or object has been retired from service.~~

~~**9. Drawings Reflecting Minor Modifications. (GRS 17, item 9)**~~

~~Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or they are readily segregated from a larger file.~~

Destroy when superseded or after structure or object has been retired from service.

10. **Paint Plans and Samples.** (GRS 17, item 10)

Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance, and plans and samples for painting appliances, elevators, and other mechanical parts of buildings.

Destroy when superseded or after structure or object has been retired from service.

[NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting an SF 115 to NARA.]

11. **Electronic Mail and Word Processing Applications** (Items 1-10)

NA

Electronic copies of records for items 1-10 of this schedule received by electronic mail, word processing or other office automation applications.

Delete after record copy has been copied to a record keeping system.