

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of the Interior	
2. MAJOR SUBDIVISION Bureau of Land Management	
3. MINOR SUBDIVISION Office of IRM/Modernization	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Wendy W. Spencer	303-236-6642

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>N1-49-96-5</i>	
DATE RECEIVED <i>1-18-96</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>1-5-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. 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 on the attached 4 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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12/06/95	<i>Wendy W. Spencer</i>	Bureau Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Schedule 17 - Cartographic, Aerial Photographic, Architectural, Engineering, and Cadastral Survey Records See attached pages.		

Handwritten notes and signatures at the bottom of the page.

GRS/BLM Combined Records Schedules

**Schedule 17 - Cartographic, Aerial Photographic, Architectural,
Engineering, and Cadastral Survey Records**Introduction

This schedule incorporates the cartographic, aerial photographic, architectural, and engineering records that are described in General Records Schedule 17 and adds records of a similar nature that are unique to BLM.

1. **Cartographic Records.** These are graphic representations at reduced scale of selected cultural and physical features of the surface of the earth and other planetary bodies. They include maps, charts, photomaps, atlases, cartograms, globes, and relief models. Related records are those records that form an integral part of the mapmaking process, such as field survey notes, geodetic controls, map history case files, source materials, indexes, and findings aids.

2. **Remote Sensing Records.** Remote sensing technology produces aerial photographs and other forms (e.g., digital) of visual images of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of evaluation, measuring, or mapping the cultural and/or physical features of the landscape. Related tabular and graphic indexes necessary for the proper identification and retrieval of these records are also produced. Conventional aerial photographs taken from aircraft represent direct film images from cameras; other forms of imagery, such as those from satellites, sometimes require a conversion or alteration of sensor data from digital, electronic, or computerized forms to photographic or videographic images.

3. **Architectural and Engineering Records.** Official record copies of architectural and engineering records are filed in the official project file for the structure being designed and built on public lands. Other copies may be maintained for reference. Typical BLM projects include the design and construction of roads, trails, bridges, buildings, water catchments, fences, and other permanent or long-term structures. Other project files document the design and construction of temporary structures and resource improvements such as discing, chaining, burning, planting, or seeding of public lands.

4. **Cadastral Survey Records.** The survey records described in this schedule are the hard copy documentation for all types of land surveys (township surveys, dependent and independent surveys, supplemental surveys, agricultural surveys, homestead surveys, mineral surveys, etc.). A cadastral survey is an official survey that creates, marks, defines, retraces or reestablishes the boundaries and subdivisions of the public and federal interest lands. An official survey is one which has the field notes approved, the plat accepted, and the record filed in the proper BLM office.

This schedule relates to cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering drawings.

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**Schedule 17 - Cartographic, Aerial Photographic, Architectural,
Engineering, and Cadastral Survey Records,**

Item	Record Series Description	Disposition Authority
1	CARTOGRAPHIC RECORDS [9160]. Authority: Various; see BLM Manual 9160 for listing. Exception: Digital data layers (GIS - Schedule 20, item 52). Confidentiality: Non-public record category 3. Location: All.	WITHDRAWN
	a. Cartographic Records Prepared During Intermediate Stages of Publication. (Reserved)	
	b. Map History Case Files and Source Materials. Files that chronologically document the planning, surveying, field work, and production and revision of specific maps, including map specifications, location diagrams, notes kept by the cartographers who made the maps, maps or photographs from which information was abstracted, correspondence, reports, lists of sources, and papers that show the origin and spelling of place names. Includes maps annotated with field survey information and proof sheets or overlays that bear annotations resulting from field checking or verification of survey data or that are annotated to show the sources of information used on the map.	PERMANENT. Cutoff EOFY in which map is completed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. Pending NARA Job N1-49-96-5, 17/1b.
	c. Digital Cartographic Files. All digital files created to produce a final published map. These will include digital base data (transportation, hydrology, PLSS, terrain, etc.) and other files used to produce a final published product (i.e., land ownership, recreation data, special management areas, etc.). Data will be maintained at the point of production and refreshed as required to preserve its integrity.	TEMPORARY. Destroy/Replace when new digital data is generated for the purposes of revising the published map. Pending NARA Job N1-49-96-5, 17/1c.
	d. Published Maps. (Reserved)	
2	REMOTE SENSING RECORDS [9162]. Records of remote sensor information systems that provide photographic imagery after conversion or transferral of information from the raw data, exclusive of nonphotographic sensor records such as microwave, radiometer, thermal infrared, thermal ultraviolet, and nonimagery radar. Remote sensing technology covers aerial photographs and other forms of visual images (e.g., digital) of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of evaluation, measuring, or mapping the physical features of the landscape. Related tabular and graphic indexes necessary for proper identification and retrieval of these records are also produced. Authority: Various; see BLM Manual 9160 for listing. Confidentiality: Non-public record category 3.	WITHDRAWN

*Items 1 + 2 withdrawn by agreement of Acting BLM Records Officer
Rim Dandrea, December 20, 2000. qfd*

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**Schedule 17 - Cartographic, Aerial Photographic, Architectural,
Engineering, and Cadastral Survey Records**

	a.- d.	Reserved	
	e.	Satellite Imagery Raw Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes obtained by BLM from outside sources (e.g., EOSAT and SPOT) for conversion to a film base. Location: SC.	TEMPORARY. Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff. Pending NARA Job N1-49-96-5, 17/2e.
	f.	Satellite Imagery Conversion Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes which have been converted to a film base. Location: SC.	TEMPORARY. Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff. Pending NARA Job N1-49-96-5, 17/2f.
	g.	Conversion Data Film. Created from the data tapes (item h). Location: SC.	TEMPORARY. Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff. Pending NARA Job N1-49-96-5, 17/2g.
	h.	Satellite Imagery Prints. Developed from film (item i) and distributed by SC to field offices upon request. Location: AFO.	TEMPORARY. Destroy when superseded or no longer needed for administrative purposes. Pending NARA Job N1-49-96-5, 17/2h.
3-12		(Reserved)	
13		CONSTRUCTION PROJECTS AND RESOURCE IMPROVEMENT PROJECTS (RIPS) FILES [1740, 9150]. Arranged by project or job (RIPS/JDR) number. Authority: Various; see BLM Manuals 9100 and 1740 for listing. Forms: BLM 1310-11; 1323-1; 1740-1; 1742-1; 1744-1; 4120-6, 7, 8, 9; 5700-3, 4, 5, 6; 7410-16. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-2. Vital: Rights and interests records. Location: FO. Exclusions: Contracting Officer's copy of related contract files (Schedule 3/3).	
	a.	(Reserved)	
	b.	Construction and Resource Improvement Project Files and Maps for Temporary Structures or Appurtenances. Consists of documentation of seeding, planting, chaining, discing, burning, fire rehabilitation (green stripping) and other public land improvement projects that do not result in permanent or long-term structures or appurtenances to the land or do not involve the use of hazardous materials. May include reference copies of pertinent contract documentation.	TEMPORARY. Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership. Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff. Pending NARA Job N1-49-96-5, 17/13b.
	c.	(Reserved)	

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14	CADASTRAL SURVEY FILES [9600]. Hard copy documentation for all types of cadastral surveys (original surveys, dependent and independent resurveys, townsite surveys, supplemental surveys, agricultural surveys, homestead entry surveys, mineral surveys, etc.). Authority: 43 CFR 9180. Forms: BLM 9180-27, 28; 9600-2, 3, 4, 6, 13-18, 21, 27, 29, 30. Vital: Rights and interests records. Exclusions: Geologic and geophysical survey records (Schedule 4/18); Cadastral Survey Field Notes System (Schedule 20/67); Legal Land Description (LLD) System (Schedule 30/7); Geographic Coordinate Data Base (GCDB) (30/9).		
	a.	(Reserved)	
	b.	Cadastral Survey Group, Mineral Survey, Supplemental Plat, and Amended Protraction Diagram (APD) Files. Case files, arranged by group or mineral survey number, township and range, or APD number which document original surveys, re-surveys, supplemental surveys, supplemental plats, and APDs. Consists of the request or application, approval, order, special instructions, assignment instructions, original or amended location notices, costs, and other related documentation. Confidentiality: Public record category 1. Location: WO, SO.	PERMANENT. Cutoff EOFY in which survey is accepted or the date of final decision on any appeal. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA when records are 75 years old. Pending NARA Job N1-49-96-5, 17/14b.
	c.	Survey Field Notes and Plats.	
		(1) (Reserved)	
		(2) Survey Field Notes and Plats Originals. Official field notes and plats showing (1) lines surveyed, established, retraced, surveyed, (2) direction and length of lines, (3) relation to adjoining survey, (4) boundary description, and (5) area of each parcel subdivided. Confidentiality: Public record category 1. Location: WO, SO.	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. Pending NARA Job N1-49-96-5, 17/14c2.
		(3) (Reserved)	
	d.	Cadastral Survey Finding Aids. Both hard copy and microform copies. Confidentiality: Public record category 1. Location: WO, SO, FO.	

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	(1)	Segregation Diagrams. Indicating land areas not covered by claims or patents.	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. Pending NARA Job N1-49-96-5, 17/14d1.
	(2)- (4)	(Reserved)	
	(5)	Protraction Diagrams and Amended Protraction Diagrams. Plan of survey for unsurveyed areas, including original diagrams and any subsequent amendments arranged by diagram number.	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. Pending NARA Job N1-49-96-5, 17/14d5.
	e.	(Reserved)	
15		ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. Pending NARA Job N1-49-96-5, 17/15a.
	b.	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. Pending NARA Job N1-49-96-5, 17/15b.