

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-GRS-88-005

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In Fiscal Year 2013, the GRS Team began a five year project to update and revise the General Records Schedules (GRS) under OMB/NARA M-12-18, Managing Government Records Directive. The old GRS was completely superseded.

See <https://www.archives.gov/records-mgmt/grs> for the revised GRS, crosswalks, FAQs, tools, and other resources.

Date Reported: 4/2/2019

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-GRS-88-5	DATE RECEIVED 4/14/88
1 FROM <i>(Agency or establishment)</i> National Archives and Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Records Administration		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Appraisal and Disposition Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jeanne Young	5 TELEPHONE EXT 724-1491	DATE 6/20/88	ARCHIVIST OF THE UNITED STATES 

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 4/14/88	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Director, Records Appraisal and Disposition Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	GENERAL RECORDS SCHEDULE 17, Cartographic, Aerial Photographic, Architectural, and Engineering Records. This revision incorporates disposable items from the previous versions of GRS 17, Cartographic, Remote Sensing Imagery, and Related Records; and GRS 22, Design and Construction Drawings and Related Records; and includes additional disposable items not found in those schedules.		

GENERAL RECORDS SCHEDULE 17

Cartographic, Aerial Photographic, Architectural,
and Engineering Records

Federal agencies create or receive cartographic, aerial photographic, architectural, and engineering design records in connection with their official activities. Many of these records have continuing historical value after they are no longer being used by the agency. Descriptions of both the historically valuable and the disposable records were formerly included in General Records Schedule 17, Cartographic, Remote Sensing Imagery, and Related Records, and in General Records Schedule 22, Design and Construction Drawings and Related Records. The General Records Schedules have been revised to cover only disposable records. Guidelines for identifying and scheduling the records of continuing value are now provided in "Managing Cartographic, Aerial Photographic, Architectural, and Engineering Records: An Instructional Guide." The Guide must be used in conjunction with the General Records Schedule to insure proper disposition of all cartographic, aerial photographic, architectural, and engineering design records held by an agency.

This schedule relates to cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering drawings. Cartographic and aerial photographic records created before January 1, 1950, and architectural or 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.

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1. Cartographic Records Prepared During
Intermediate Stages of Publication.

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 for revision.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>Vertical and Oblique Aerial Photography.</u> 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.	<u>Unannotated</u> duplicate copy negatives, internegatives, rectified negatives, and glass plate negatives.	Destroy when no longer needed for agency use.
b.	<u>Unannotated</u> prints when original film negatives exist.	Destroy when no longer needed for agency use.
[NOTE: The term aerial photography means 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. 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.	<u>Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.</u>	
	Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	Destroy when no longer needed for administrative purposes.
4.	<u>Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</u>	Destroy when no longer needed for administrative purposes.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Contract Negotiation Drawings.</u> 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.	Destroy when no longer needed for administrative purposes.
6.	<u>Space Assignment Plans.</u> Outline floor plans indicating occupancy of a building.	Destroy when no longer needed for administrative purposes.
7.	<u>Architectural Models.</u> Models prepared for illustrative or presentation purposes.	Dispose of when no longer needed for administrative purposes.
[NOTE: These models may be offered for donation to museums or similar organizations after approval by NARA under the provisions of 36 CFR 1228.74(c).]		
8.	<u>Engineering Drawings of Routine Minor Parts.</u> Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe-fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.	Destroy when no longer needed for administrative purposes.
9.	<u>Drawings Reflecting Minor Modifications.</u> Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	Destroy when no longer needed for administrative purposes.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
10.	<u>Paint Plans and Samples.</u> 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 all buildings.	Destroy when no longer needed for administrative use.
[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.]		