

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1-64-77 - 6</b>	
DATE RECEIVED <b>1 MAR 1977</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>3-18-77</b> <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**General Services Administration**

2 MAJOR SUBDIVISION  
**National Archives and Records Service**

3 MINOR SUBDIVISION  
**Office of Federal Records Centers**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Ronald L. Heise**

5 TEL EXT  
**724-1698**

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<i>2/25/77</i>	<i>[Signature]</i>	Director, Records Disposition Division		<p align="center"><b>GENERAL RECORDS SCHEDULE 17 (Revised)</b></p> <p align="center"><u>Cartographic, Remote Sensing, and Related Records</u></p> <p>The attached schedule supersedes GRS 17, Cartographic, Photogrammetric, and Related Records, approved in 1954.</p>		<i>22 items</i>

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Map History Case Files and Source Material.</u>	Submit SF 115, Request for Records Disposition Authority.
	Map history and chart history case files documenting the chronological events in planning, surveying, field work, and production and revision of specific maps, and files containing or describing the sources of information for specific maps, including map specifications, location diagrams, notes kept by the cartographers when making maps, maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers showing information about the origin and spelling of place names.	
5.	<u>Maps on Microfilm.</u>	
	a. If both original hardcopy maps and microfilm copies exist.	Submit SF 115, Request for Records Disposition Authority.
	b. If only the microfilm copies exist.	Dispose of in accordance with instructions for related hardcopy records.
6.	<u>Computer Related Maps.</u>	
	a. One copy of each published, manuscript, or computer produced maps produced by the agency that show such administrative information as the general geographic coverage of a computer system or the geographic location of all input stations used in the system.	Permanent. Offer to NARS within 10 years.
	b. Hardcopy maps acquired as sources of data for a computer system.	Submit SF 115, Request for Records Disposition Authority.
	c. Computer-plotted maps (hardcopy printouts or microfilm output).	Submit SF 115, Request for Records Disposition Authority.
7.	<u>Globes, Terrain Models, and Raised Relief Maps.</u>	
	Three-dimensional terrain models and raised relief maps (made of plaster, wood, plastic, or other material).	

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	a. One representative sample of each type.	Permanent. Offer to NARS within one year of production or when no longer active.
	b. Remaining items.	Dispose of when no longer needed for agency use.
8.	<u>Finding Aids.</u>	
	Graphic or written indexes and other finding aids relating to maps.	Dispose of in accordance with instructions for related maps.
9.	<u>Survey Field Notes, Geodetic Controls, and Computations.</u> (Hardcopy or Microfilm).	
	Field notes from surveys, observations, and explorations, consisting of a running account of the terrain, geological notes, a record of water depths, a daily log or journal, often in the form of pocket-size notebooks carried by the observer in the field, triangulation diagrams, aerial photographs annotated with geodetic control data, and survey computations.	Permanent. Offer to NARS within 10 years after completion of resultant map.
10-15	Reserved.	
16.	<u>Vertical and Oblique Aerial Film, Conventional Aircraft.</u>	
	Vertical and oblique film in black and white, color, or "false color", including photo indexes (controlled or uncontrolled mosaics), flight line indexes or coordinate grid systems used as finding aids.	
	a. Original or master negative	Submit SF 115, Request for Records Disposition Authority
	b. Copy negatives, internegatives, rectified negatives, and glass plate negatives.	
	(1) Annotated	Submit SF 115, Request for Records Disposition Authority
	(2) Unannotated	Destroy when no longer needed for agency use.

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c. Prints

(1) Annotated

Submit SF 115, Request for  
Records Dispositions Authority

(2) Unannotated

Destroy when no longer needed  
for agency use.

17.

Infrared, Ultraviolet Multispectral  
(multi-band), Video, Imagery Radar,  
and Related Data Tapes, Converted to  
a Film Base.

a. Original or master negative

Submit SF 115, Request for  
Records Disposition Authority

b. Prints

(1) Annotated

Submit SF 115, Request for  
Records Disposition Authority.

(2) Unannotated

Destroy when no longer needed  
for agency use.

18.

Finding Aids.

Photo mosaics flight line indexes,  
coded grids, coordinate grids and  
other finding aids relating to  
remote sensing imagery.

Dispose of in accordance with  
instructions for related remot  
sensing imagery records.

## EXPLANATORY NOTES

### Items 1 thru 9

REE The term "map" is used as a generic term for maps, charts, cartograms, and atlases. The word "published" as used in this schedule means maps or charts reproduced by printing, photographic, <sup>or similar processes</sup> blueprint, and other methods, in multiple copies, whether for limited or general distribution. These may be in single sheet or bound format. If the agency has systematically filed hand-corrected editions with other published maps in a central or master file, it is not desirable to break up the file by the removal of hand-corrected copies; the file should be maintained in its original order.

### Item 6b

These are published or manuscript maps acquired, from whatever source, by an agency for the purpose of abstracting geographic information for input into a computer system. They may be of enduring value because they explain the unique information used in the system and they may be necessary to verify the original source of information. They also may contain unique geographic information, beyond what has been abstracted for computer use, not available elsewhere. If the maps are arranged in a numbered or alphabetized file, retain the original and complete order. Finding aids should be retained in conjunction with the maps.

### Item 6c

These maps must be evaluated by NARS on an agency-by-agency basis. The evaluation of the maps must take into account the reproducibility, repetitive nature, access, and legibility of the maps.

### Item 7

Globes are often unique and valuable items of cartographic expression and as such they may have enduring value (except multiple copies). One sample of each globe produced or accumulated by an agency in the course of its official business should be preserved permanently.

### Item 8

Graphic indexes are maps containing lines, symbols, or colors designed to show the geographic coverage, limits or state of completion of each item in a series or multiple set of map records. Other finding aids may include written map lists, box lists, card file indexes, or magnetic tape or other machine-readable finding aids.

### Item 9

Survey notes in the form of automated data may be permanently valuable in machine-readable form. Guidelines for the disposition of automated records are found in General Records Schedule 20.

#### Item 16

Vertical aerial film consists of film images that are exposed with the optical axis of the camera approximately perpendicular to the earth's surface and with the film image as nearly horizontal as practicable.

Oblique aerial film consists of film images that are made with the camera axis directed between the horizontal and the vertical. Oblique photography is generally used for reconnaissance purposes. Because oblique reconnaissance photography may be repetitive, it is often possible to select representative sample coverage rather than retaining full coverage of particular conditions, events or phenomena. Representative samples may be selected by agreement with NARS.

#### Item 17

These sensor systems provide photographic imagery, sometimes after conversion or transferral of information from raw data. The film is considered to be the primary record. The raw data, if machine-readable is covered by General Records Schedule 20. (Non-photographic sensor records such as microwave, radiometer, thermal infrared, thermal ultraviolet, and non-imagery radar are not covered by this schedule.)