

OCT 11 2007

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-057-08-5</i>	
1 FROM (Agency or establishment) <i>Department of the Interior</i>		Date Received <i>10/15/07</i>	
2 MAJOR SUB DIVISION <i>U.S. Geological Survey</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Geospatial Information Office</i>			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Carol Wippich</i>	5 TELEPHONE <i>703-648-7109</i>	DATE <i>10/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ page(s) are not needed now 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 <i>10/10/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Faundeen</i> <i>Carol Wippich</i>		TITLE <i>Acting Records Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets Geospatial Information Office Mission-Specific Records Disposition Schedule		



**U.S. Geological Survey
Geospatial Information Office
Mission-Specific Records Disposition Schedule**

432-1-S?

October 2009

U.S. Department of the Interior

U.S. Geological Survey

GIO Mission-Specific Records Disposition Schedule

Geospatial Information Office Mission-Specific Records Disposition Schedule

Introduction

This U.S. Geological Survey (USGS), Geospatial Information Office (GIO), Mission-Specific Records Disposition Schedule planning began after the fiscal year (FY) 2004 announcement of the restructuring initiative between the Geography Discipline and the GIO. In particular, the schedule was needed for handling the geospatial data holdings generated or accepted by the National Geospatial Technical Operations Center (NGTOC), the records of the Federal Geographic Data Committee, the Geographic Names Information System records, and other areas within the GIO which were transferred as a result of the restructuring.

At the start of FY 2010, the USGS implemented another restructuring which moved back many of the geospatial functions from GIO to the Geography Discipline. Given that the GIO Mission-Specific Records Disposition Schedule was close to being approved by the National Archives and Records Administration (NARA) it was decided to leave the schedule as is and allow it to continue through the NARA approval process. Upon approval of the GIO Mission-Specific Records Disposition Schedule and a revised Geography Discipline Mission-Specific Records Disposition Schedule, which is also currently at NARA in the approval process, the two schedules will be combined into one schedule.

What is a Records Schedule?

In general, a records schedule is the basic tool used in records management. It provides instructions for what to do with records no longer needed for current Government business. It also contains guidance on what will be retained and the retention period for these materials. Temporary records can be held until their destruction or transfer for temporary storage to a NARA Federal Records Center (FRC). Permanent records have specific stipulations about their disposition. Upon final disposition of permanent records the NARA becomes the legal owner of the information and provides public access to the materials. NARA is then responsible for the preservation of the information from that day forward.

Background

The Geography Discipline has a mission-specific records schedule already in place, entitled: "National Mapping Division Mission-Specific Records Disposition Schedule," dated May 1999. That schedule as noted above is being updated. The GIO worked with the Geography Discipline to determine those record items and series that, as a result of the FY 2004 restructuring, needed to be addressed by GIO from the Geography schedule as well as any new record series, especially digital records, not previously scheduled.

The GIO recognizes the value of the records produced by the former Mapping Centers working as part of the Topographic (later National Mapping) Discipline. This GIO schedule provides descriptions for the continued access to those analog mapping records still needed for ongoing digital operations. At the same time, it provides for the disposition of analog mapping records and all other scientific records that were moved to the GIO due to the restructuring

GIO Mission-Specific Records Disposition Schedule

Based on discussions with Geography and GIO stakeholders, some record items from the May 1999 schedule needed to be dropped and many other record items needed to be added. For example, the abolishment of the National Mapping Division Field Survey Branches and the completion of the once-over coverage of the lower 48 states in 1990 ended a tradition in mapping in place since 1884. Those records were no longer going to be produced. In addition, many of the field control data records were dropped. The USGS no longer produces index and progress maps because of current use of database technology to answer customer queries about product availability; therefore, these records were dropped. On the other hand, GIO determined that records relating to aerial and satellite imagery would continue to be covered in the revised Geography Discipline schedule and new areas such as The National Atlas, *The National Map* and the Geospatial Data Architecture, and National Elevation Datasets would be added to the GIO schedule.

The GIO schedule includes a revised Appendix A from the National Mapping Discipline, May 1999 schedule. Appendix A now includes an additional eight maps showing newer techniques in cartographic design, in aerial photography processing, or in the application of remote sensing. In addition, a new Appendix B provides examples of special maps. These maps were not part of any official USGS map series and they are often unique, generated in support of other agencies or governments. Appendix B is intended to give meaning to the term “special maps” beyond saying it is any map not otherwise classified in the schedule. The GIO schedule contains retention selection criteria for special maps that GIO offices need to apply on a case-by-case basis to assist in the determination of the value or disposition of those special maps. Appendix C is the listing of abbreviations and acronyms used in the schedule.

Records Scheduling

The GIO schedule is media neutral, i.e., the disposition instructions apply to the described records in all media. In some cases paper or other hard-copy records may be digitized (e.g., scanned). In these cases the GIO must decide which version is the official record. It is possible to classify both versions as the official record.

This schedule includes an item number, record series title and description, length of time the records should be retained with instructions for the disposition of the records, and the authority authorizing the management of the record.

If there are science materials that are not included in this records schedule, then the appropriate office is responsible to work with their records management staff on devising a record item or series to be added to this schedule. All new record items or series must be approved by NARA.

This schedule updates records management guidance and record schedules that have been previously approved by the Archivist of the United States.

GIG Mission-Specific Records Disposition Schedule

Table of Contents

<i>Geospatial Information Office Mission-Specific Records Disposition Schedule.....</i>	<i>i</i>
Introduction	i
What is a Records Schedule?	i
Background	i
Records Scheduling	ii
<i>Table of Contents.....</i>	<i>iii</i>
<i>Geospatial Information Office Mission-Specific Records Disposition Schedule.....</i>	<i>1</i>
<i>1700. Geospatial Information Office</i>	<i>1</i>
1701. Aerial Photography.....	1
1701-01 Prints, Annotated or Non-Annotated	1
1701-02 Diapositives	1
1702. Cartographic Materials.....	1
1702-01 One-Time Sample of a Complete Map	1
1702-02 USGS Map Products	2
1702-03 Original Manuscript Drawings	3
1702-04 Quadrangle or Map Report	3
1702-05 Map Correction File	4
1702-06 Advanced Composites of Map Compilation	4
1702-07 Information Sheets and Miscellaneous Related Source Materials	4
1702-08 Color Separation Plates	5
1702-09 Derivative Maps	6
1702-10 Press-Quality Combined by Color Film	6
1703. Digital Cartographic Data.....	6
1703-01 Geospatial Data Architecture (GDA) System	6
1703-02 National Elevation Dataset (NED)	10
1703-03 Other National Datasets	12
1703-04 Seamless Data Distribution System (SDDS)	15
1703-05 Digital Orthophoto Imagery	16
1703-06 GeoPDF Data	16
1703-07 High Resolution Ortho Imagery	16
1703-08 Control Point Database (CPDB)	16
1703-09 Raster Graphic Revision (RGR) Data	17
1704. Cartographic Materials which do not Support Standard Products.	17
1704-01 Data, Information, and Records Developed or Acquired Independently	17
1704-02 Data, Information, and Records Consisting of New Fundamental Observations	17
1705. Ortho Products.....	18
1705-01 Orthophotograph	18
1705-02 Orthophotoquad	18
1705-03 Orthophotomap	18
1706. Field Control Data.....	19
1706-01 Basic Control Field Notebooks	19
1706-02 Basic Control Computation Books	19

GIO Mission-Specific Records Disposition Schedule

1706-03	Control Lists	19
1707.	Reference Files (Cartographic)	20
1707-01	Historical Map File	20
1707-02	Index Maps and Catalogs of Published Maps (Sales Indexes)	20
1707-03	Master Road Plans	21
1707-04	Map Jacket and Materials Locator Accession Files	21
1707-05	Map and Chart Information System (MCIS)	22
1707-06	Photoindexes of Mapping Photography	22
1707-07	Aerial Photography Summary Record System (APSRs)	23
1708.	Geographic Names	23
1708-01	Records of the U S Board on Geographic Names (BGN)	23
1708-02	Geographic Names Reading Files	24
1708-03	Geographic Names Information Files	24
1708-04	Geographic Names Reports	24
1708-05	Geographic Names Information System (GNIS)	25
1708-06	Historical Map Publication Record Card File	26
1708-07	Quadrangle Name Changes Card File	27
1709.	Federal Geographic Data Committee	27
1709-01	Federal Geographic Data Committee (FGDC) Steering Committee	27
1709-02	National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program	28
1709-03	50 States Initiatives	29
1709-04	FGDC Standards	29
1709-05	FGDC Policies	29
1709-06	FGDC Outreach/ Education Records	30
1709-07	Agreements Coordination Information System (ACIS)	30
1709-08	General FGDC Files	30
1710.	Miscellaneous Records	30
1710-01	The United States Antarctic Resource Center (USARC)	30
1710-02	Antarctic Map Catalogue	31
1710-03	Mapping Requirements Files	31
1710-04	Technical Papers Information File	31
1710-05	Product Standards, Topographic, and Technical Instructions	32
1710-06	Map Catalog (MapCat)	33
1710-07	Product Assignment Management/ International Standard Book Number (ISBN)	34
1710-08	Cartographic Products System (CPS)	34
1710-09	Geo Data Explorer (GEODE)	35
1710-10	Geospatial One-Stop ® (Geodata gov)	35
1710-11	The National Atlas of the United States of America®	37
1710-12	The National Map	40
Appendix A – One Time Sample of a Complete Map		43
Appendix B – Examples of Special Maps		45
Appendix C – Abbreviations and Acronyms		46

GIO Mission-Specific Records Disposition Schedule

Geospatial Information Office Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
1700. Geospatial Information Office		
1701. Aerial Photography		
1701-01. Prints, Annotated or Non-Annotated. Mapping photography, produced or acquired during the development of the traditional U.S. Geological Survey (USGS) base maps or derived map series, or in development of <i>The National Map</i> (not photography acquired solely for research). This item includes interleaved unannotated prints needed to provide complete sets for stereo-viewing. The annotated contact prints may include field notes, classification, identification, supplemental control, basic control, and aerotriangulation annotation.	Destroy in agency when no longer needed for mapping or reference.	RCS/Item 1500-05 and N1-57-93-5
1701-02. Diapositives. Positive film copy of aerial photographs made from the original negative film. Diapositives were used in aerotriangulation process to provide photogrammetric control extension in support of digital orthophotoquadrangle (DOQ) production or mapping. Diapositives were often pugged (drilled pass point and control images in the diapositives) and could include annotation of pass points and control. Specific diapositives were also scanned to provide the digital imagery source for digital orthorectified imagery.	Destroy in agency when no longer needed for mapping or reference. May offer to other interested partners or agencies prior to destruction.	RCS/Item 1500-05 and N1-57-93-5
1702. Cartographic Materials. Included are certain prescribed records, separates, and other materials, for the preparation of the individual line or photobase maps. The materials are stored in map jackets, cardboard or plastic boxes, tubes, and envelopes, appropriately labeled, which are added to during the evolution of the map. Included are materials for all map series made from original manuscripts.		
1702-01. One-Time Sample of a Complete Map. Shows the cartographic techniques of the agency as they evolved and were reflected in different scales and series of maps.	PERMANENT. For the quadrangles listed on Appendix A, as these become abandoned or are no longer printed	RCS/Item 1502-01 and N1-57-93-5

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	transfer these to the National Archives and Records Administration (NARA) Washington, D.C Office IN THEIR ENTIRETY (That is, offer original manuscript drawings, quadrangle report, map correction file, advance composite of map compilation, information coversheet and related source materials, map separates, aerial photographic prints, secondary control and field notebooks, specification sheet, and Control lists) FOR ALL OTHER QUADRANGLES, use disposition instructions given in parts 1702-02 through 1702-10.	
1702-02. USGS Map Products. Includes both standard map series and special maps produced at various scales for the USGS, Other Federal Agencies (OFA), foreign or State Governments, or non-profit organizations.		
1702-02a. Special Maps. The product was unique and may or may not have resulted in a printed map. The product was generated following customized specifications. The product was not part of any officially recognized USGS map series Special maps include slope maps, topographic maps of Saudi Arabia, custom	PERMANENT. Transfer to NARA under Item 1702-02b.	RCS/Item 1509-2c(1) and N1-57-93-5

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
and border protection maps, international boundary maps, unique National Atlas projects, and Water Commission maps. See Appendix B, Examples of Special Maps.		
1702-02a(1). Color Separates for Special Maps.	Separates may be offered to State or Other Federal Agencies interested in maintaining them or providing access. Otherwise, destroy in agency after scanning or when no longer needed for reference.	RCS/Item 1509-2c(2) and N1-57-93-5
1702-02b. Printed Maps. Includes any USGS printed map product from topographic maps showing the geographic relief and thematic maps displaying the geology and water resources of the United States, to special maps as noted in Item 1702-02a above.	PERMANENT. Break file annually. Transfer to NARA upon file break Forward one copy of the map to the Special Media Archives Services Division, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740-6001	RCS/Item 1509-2c(1) and N1-57-93-5
1702-03. Original Manuscript Drawings. Original hand drawings from field observations and measurements under precise controls, such as heavy paper, metal or polyester boards, and hand drawn cartographic depictions derived from visual photogrammetric interpretation processes and aerial photography; field completion boards and revision boards on stable base materials.	PERMANENT. Transfer to NARA with all other permanent components when map series or individual map is abandoned or no longer published.	RCS/Item 1502-03 and N1-57-93-5
1702-04. Quadrangle or Map Report. A report documenting the chronological events or phases in the production and revision of the individual map, and which	PERMANENT. Transfer to NARA with all other	RCS/Item 1502-04 and N1-57-93-5

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
may include comments and notes by the cartographic specialists, place name information, correspondence and memoranda, and basic control lists for the map.	permanent components when map series or individual map is abandoned or no longer published.	
1702-05. Map Correction File. A collection of published USGS quadrangles or other maps, annotated with information, including boundaries and additions for use in the preparation of a new edition, often a single map base with pertinent correspondence or notes attached or referred to in separate files.	Destroy in agency when superseded.	RCS/Item 1502-05 and N1-57-93-5
1702-06. Advanced Composites of Map Compilation. Includes composite film positives and color proofs from intermediate stages of the compilation of the map. The color proofs were used for internal quality assurance/quality control reviews. The composite positives were used to generate ozalid copies for review by partners as a final check of the map prior to printing and distribution.	Destroy in agency when map is transferred to NARA.	RCS/Item 1502-06 and N1-57-93-5
1702-07. Information Sheets and Miscellaneous Related Source Materials.		
1702-07a. Name and Information Sheet (N&I Sheet). Original sheet or sheets, field-annotated with names, extent of names, land office, boundaries, drainage, designated major roads, and other notes and information. These records appear on a variety of media including, but not limited to aerial photo mosaic, orthophotographs, or published maps.	PERMANENT. Transfer to NARA with all other permanent components when map series or individual map is abandoned.	RCS/Item 1502-07b and N1-57-93-5
1702-07b. Name and Information Sheet on Frosted Mylar. Copies on frosted mylar of the original field-annotated Name and Information Sheet for the purpose of making diazo/ozalid copies. Contains all boundary, name, drainage, road, land-office, and other information copied from the original record.	PERMANENT. Transfer to NARA with all other permanent components when map series or individual map is abandoned.	RCS/Item 1502-07c and N1-57-93-5
1702-07c. Pre-field Name Edit Sheets. Sheets created in office phases prior to field investigation that contain the results of a review of all known published maps from a variety of agencies; used to call attention to controversial names or applications that needed resolution or clarification by field effort, for example on a copy of an orthophotograph or previous edition of published map. The sheets are usually attached to a	Destroy when associated map is abandoned.	RCS/Item 1502-07d and N1-57-93-5

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
listing of maps used in the pre-field edit process.		
1702-07d. Vertical Accuracy Test (Check) Sheet. A sheet with recorded elevations from traverse books withheld from photogrammetric compilation and applied to images of map features for the purpose of checking and testing the vertical accuracy of the photogrammetric compilation. Record media composed of, but not limited to: photomosaics, orthophotographs, earlier edition published maps, and overlays.	Destroy in agency when no longer needed for reference.	RCS/Item 1502-07e and N1-57-93-5
1702-07e. Other Miscellaneous or Information Sheets. Extra or additional copies of any base map overlay, published maps, or other maps used for reference only. Reference materials which are not the record copy.	Destroy all such materials in agency when no longer needed.	RCS/Item 1502-07f and N1-57-93-5
1702-07f. Miscellaneous Source Materials Filed in the Map Jacket or Boxes. Maps and charts from other agencies or commercially printed brochures, pamphlets, and clippings, or other material used to directly support certain map feature depictions accumulated during field and office compilation. Including, but not limited to General Land Office or Public Land Survey System (PLSS) plats now maintained by the Bureau of Land Management (BLM), city and county maps, and highway location maps/plans.	Destroy in agency when no longer needed.	RCS/Item 1502-07g and N1-57-93-5
1702-07g. Miscellaneous Source Materials. Filed elsewhere with no evidence that it was used with a specific quadrangle.	Destroy in agency as superseded or no longer needed for reference.	RCS/Item 1502-07h and N1-57-93-5
1702-07h. Geodetic Control Edit Sheets. A manually annotated photogrammetric compilation containing selected vertical and horizontal control to be shown on the published map.	Retain with other edition-related map records until the map edition is formally abandoned. Destroy when map edition is abandoned.	RCS/Item 1502-07i and N1-57-93-5
1702-08. Color Separation Plates. Includes feature and color separated final drawings, paper mounted on metal, combined negative or positive film, drawings on scribecoat finished to cartographic specifications, and final copies of the original manuscripts or fieldboards separated by color or feature.	Destroy in agency as superseded or no longer needed for reference. (Pre-January 1950 records in this category must be brought to NARA	RCS/Item 1502-08 and N1-57-93-5

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	attention before applying these disposition instructions). Offer to other interested partners or agencies prior to destruction	
1702-09. Derivative Maps. Includes 1:250,000 quadrangles, 1:100,000 quadrangles, 1:100,000 and 1:50,000-scale county maps, and 50K Defense Mapping Agency (DMA) quadrangles, National Park Service (NPS) maps, and state bases.		
1702-09a. Original Manuscript Materials. Contains information not reproduced on the printed map such as the images of the source maps, annotated data, and photo updates.	Destroy in agency when no longer needed	RCS/Item 1502-09a and N1-57-93-5
1702-09b. All Other Color Separation and Related Sheets. Includes non-record copies of original materials.	When superseded or no longer needed for reference, may offer to other Federal or Government agencies. If no interest, destroy in agency.	RCS/Item 1502-09b and N1-57-93-5
1702-09c. Shaded Relief Drawings. Examples are: National Park Service (NPS) maps, State bases, and special maps.	Destroy in agency when no longer needed.	RCS/Item 1502-09c and N1-57-93-5
1702-10. Press-Quality Combined by Color Film. A positive or negative composite by feature color, also known as Topographic Quadrangle (TQ) film.	When superseded or no longer needed for reference, may offer to other Federal or Government agencies. If no interest, destroy in agency.	RCS/Item 1502-10 and N1-57-93-5
1703. Digital Cartographic Data		
1703-01. Geospatial Data Architecture (GDA) System.		

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
An Oracle spatial data file management system for inventorying, storing, maintaining, and retrieving geospatial data files and their associated metadata. The USGS uses GDA to primarily manage bureau critical quad-based national data assets, including Digital Elevation Models (DEMs), Digital Line Graphs (DLGs), and Digital Raster Graphics (DRGs). A major use of these digital cartographic/geographic data is to combine them with other geographically referenced data, enabling scientists to conduct automated analyses in support of various decision making processes.		
1703-01a. Inputs. Data are received from in-house, contractors, and partners and are collected or revised, evaluated, processed on hardware and software systems to standards specified in technical instructions for product accuracy and content, and then stored in the GDA. Some records reference the Geographic Names Information System (GNIS) and/or the Assignment Management System (AMS).	Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.	GRS 20, Item 2d
1703-01b. Outputs. Outputs include copies of online data, and pre-defined or user-specified data extracts/reports. Online data and header metadata support in-house/contract production processes, research projects, partnership offices, and customer inquiries. Online data and header metadata for the standard DEMs, DLGs, and DRGs are uploaded to the Sales Database (SDB). Some elevation data and metadata, not uploaded to the SDB, are uploaded to the National Elevation Dataset (NED). Spatial Data Transfer Standard (SDTS) DEMs and database metadata extracts are provided monthly to USGS distribution partners. Status information is extracted by the Status Graphics application and used to provide data coverage status information graphically. Pre-defined and user-specified reports are used to obtain information for assessing and reporting data coverage and to support other business activities.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 6
1703-01c. Master File. Data files specified in 1703-01f Digital Elevation Models (DEMs); 1703-01g Digital Line Graphs (DLGs); and 1703-01h Digital Raster	PERMANENT. One time transfer. Transfer copy to	New Item

GLO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
Graphics (DRGs). These data have been evaluated, processed, and accepted by NGTOC operations staff and stored in the GDA. The GDA contains references to online and/or offline/backup copies of digital data sets, and/or header metadata about digital data sets produced by the USGS since 1980.	NARA upon approval of this schedule. Transfer to NARA in accordance with 36 CFR 1228.270, or whatever NARA transfer guidance in effect at the time of the transfer.	
1703-01d. Backup Files.		
1703-01d(1). Database. Replicated using iReflect to another onsite server. Weekly Oracle Recovery Manager (RMAN) backups are stored on a different onsite server. Weekly database exports are written to DVD and stored in an offsite vault.	Destroy or re-use when superseded. Delete when identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.	GRS 20, Item 8a
1703-01d(2). Online Data. Weekly backups (on average, 2-4 compact discs (CDs)) are made of new online data loaded into the GDA. These are stored in an onsite vault and sent to an offsite location.	Destroy or re-use when superseded. Delete when identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.	GRS 20, Item 8a
1703-01d(3). Servers Where Online Data Exist. One server is backed up weekly onto Super Digital Linear Tapes (SDLTs) and stored in an offsite vault maintained by NGTOC Rolla, Rolla, Missouri. The other server is a mass storage device that is not backed up since other backup processes exist for the data loaded online.	Destroy or re-use when superseded. Delete when identical records have been captured in a subsequent backup file or	GRS 20, Item 8a

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	when the identical records have been transferred to the National Archives and successfully copied.	
1703-01e System Documentation.		
1703-01e(1). Technical Documentation. Documentation adequate to identify, service and interpret electronic records, such as data modeling documentation, data system specifications, data element descriptions, data dictionaries, code books, record layouts, user guides, output specifications, standards, and similar documentation necessary for servicing and interpreting the system-generated records.	PERMANENT. One time transfer. Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270. This documentation would be transferred with the electronic data file.	GRS 20, Item 11a(2)
1703-01e(2). Other System Documentation. All other system documentation that is not critical for servicing and interpreting the system-generated records.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 11a(1)
1703-01f. Digital Elevation Model (DEM). A representation of elevation values over a topographic surface as a regular spaced array of z-values in south to north profiles ordered east to west and referenced to the National Geodetic Vertical Datum of 1929 (NGVD29). The extent of data coverage and spacing of elevations are defined under standards for 7.5- minute DEM, 15-minute DEM, 1-degree DEM, 7 5-minute Alaska DEM, and 15-minute DEM data. These data are used for such diverse purposes as providing shaded-relief backgrounds, generating contours or synthetic drainage networks, classifying land cover, geometrically correcting remotely sensed data (orthophoto rectification), or deriving landform characteristics such as slope and aspect. Elevation data are critical to many modeling applications	PERMANENT. Transfer to NARA under 1703-01c.	RCS/Item 1503-01g and N1-57-93-5

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
such as hydraulic and hydrologic studies, dispersion modeling, and predicting land fire behavior. Data are stored in standard USGS and Spatial Data Transfer Standard (SDTS) format.		
1703-01g. Digital Line Graph (DLG). Data are digital representations of cartographic information. DLGs are digital vector data that has been converted from USGS topographic maps and related sources. These data are classified as small scale (1:2,000,000), intermediate scale (1:100,000) and large scale (1:25,000 or larger). DLG data are organized into nine categories: boundaries, hydrography, hypsography, manmade structures, transportation, Public Land Survey System (PLSS), survey control and markers, vegetative surface cover, and non-vegetative surface cover. Data are stored in standard DLG optional, DLG Core, and SDTS formats.	PERMANENT. Transfer to NARA under 1703-01c.	RCS/Item 1503-01a and N1-57-93-5
1703-01h. Digital Raster Graphics (DRGs). Data are a georeferenced digital image of a scanned USGS topographic or planimetric map (original source map), including map margin information. Data completeness for digital raster graphic files reflects the content of the source graphic, i.e., 1:20,000-, 1:24,000-, 1:25,000- (7.5 minute quadrangle format), 1:100,000- (30x60 minute quadrangle format), and 1:250,000- scale (1x2 degree format). Data are output at 250 dpi and stored in standard USGS GeoTIFF and GeoPDF (Portable Document Format) formats.	PERMANENT. Transfer to NARA under 1703-01c	RCS/Item 1503-01e and N1-57-93-5
1703-01i. Tagged Vector Contours (TVCs) and Tagged Vector Hydro (TVH). Vector elevation data and hydrography data in a USGS DLG-Optional format containing lines only, are not topologically structured, and have a simplified attribution scheme. The TVC data are either derived from existing digital contours or are vectorized from raster scan files of contours manuscripts and are intended for use as source information in the generation of digital elevation model (DEM) data and are entered in the GDA. The TVH data are derived from raster scans of hydrography map manuscripts and are intended for use as source information in the generation of National Hydrography Dataset (NHD) and are entered in the GDA.	Destroy when no longer needed.	New Item
1703-02. National Elevation Dataset (NED). The NED has been developed by merging the highest-resolution elevation data available across the United States into a		

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
seamless raster format. The dataset provides seamless coverage of the United States, Hawaii, Alaska, and the island territories. The NED has a consistent projection (Geographic), resolution (1 arc second and 1/3 arc second in some areas of the conterminous U.S.), and elevation metric unit of measure.		
1703-02a. Inputs. Data are received from in-house, contractors, and partners and are evaluated, processed and then loaded in the database. These include DEM data from the GDA, DEM data from partners, Light Detection and Ranging (LIDAR) and Interferometric Synthetic Aperture Radar (IFSAR) data from partners and contractors.	Maintain until information is verified within the master data file and is no longer needed to serve as a backup to the master file and then destroy.	GRS 20, Item 2d
1703-02b. Outputs. Seamless regular gridded elevation data, downloadable from the Seamless Data Distribution System (SDDS) found at http://seamless.usgs.gov/ .	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 6
1703-02c. Master File. Digital data files that have been evaluated, processed, and accepted by staff at NGTOC offices and the Earth Resources Observation and Science (EROS) Center and then stored in a database at EROS.	PERMANENT. Transfer copy to NARA when USGS finishes complete coverage of data resolution update to 10-meter. Thereafter, transfer to NARA updates or replacements only every 10 years. Transfer in accordance with NARA regulations in effect as cited in 36 CFR 1228.28.	New Item
1703-02d. Backup Files. Tiled data files are backed up to replace NED data, if needed.	Destroy or re-use when superseded. Delete when identical records have been captured in a subsequent backup file or when the identical records have been	GRS 20, Item 8a

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	transferred to the National Archives and successfully copied	
1703-02e. System Documentation.		
1703-02e(1). Technical Documentation. Documentation adequate to identify, service and interpret electronic records, such as data modeling documentation, data system specifications, data element descriptions, data dictionaries, code books, record layouts, user guides, output specifications, standards, and similar documentation necessary for servicing and interpreting the system-generated records.	PERMANENT. Transfer those records necessary to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270. This documentation would be transferred with the electronic data flat file.	GRS 20, Item 11a(2)
1703-02e(2). Other System Documentation. All other system documentation that is not critical for servicing and interpreting the system-generated records.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 11a(1)
1703-03. Other National Datasets. Other independent, feature-based databases, which contain consistent positional and attribute information. Included are the National Hydrography Dataset (NHD) that interconnects and uniquely identifies the stream segments or reaches that comprise the Nation's surface water drainage system, the National Boundary Dataset (NBD), which provides jurisdictional and administrative boundaries (government units) features, the National Structures Dataset (NSD) for critical structures information, and the National Transportation Dataset (NTD) for transportation features.		
1703-03a. Inputs. Data are received from partners and converted to the best practices data model and then stored in a geodatabase maintained by the NGTOC.	Delete when data have been entered into the master file or database and verified, or when no longer required to support	GRS 20, Item 2d

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	reconstruction of, or serve as back-up to, a master file or database, whichever is later.	
1703-03b. Outputs. Includes copies of online data, and pre-defined or user-specified data extracts/reports. Status information is extracted by the Status Graphics application and used to provide data coverage status information graphically. Pre-defined and user-specified reports are used to obtain information for assessing and reporting data coverage and to support other business activities.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 6
1703-03c. Master File. Data are received from partners and converted to the best practices data model and then stored in a geodatabase maintained by the NGTOC.	PERMANENT. Transfer copy to NARA when agency reaches National coverage. Thereafter, transfer updates or replacements only to NARA every 10 years. Transfer in accordance with NARA regulations in effect as cited in 36 CFR 1228.28.	New Item
1703-03d. Backup Files. Each system has backup files maintained both onsite and offsite.	Destroy or re-use when superseded. Delete when identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.	GRS 20, Item 8a
1703-03e. System Documentation.		
1703-03e(1). Technical Documentation. Documentation adequate to identify, service and interpret electronic records, such as data modeling documentation,	PERMANENT. Transfer those records necessary	GRS 20, Item 11a(2)

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
data system specifications, data element descriptions, data dictionaries, code books, record layouts, user guides, output specifications, standards, and similar documentation necessary for servicing and interpreting the system-generated records.	to document how the system captures, manipulates, and outputs data to the National Archives as specified in 36 CFR 1228.270. This documentation would be transferred with the electronic data flat file.	
1703-03e(2). Other System Documentation. All other system documentation that is not critical for servicing and interpreting the system-generated records.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 11a(1)
1703-03f. National Hydrography Dataset (NHD). A feature-based database that interconnects and uniquely identifies the stream segments or reaches that comprise the nation's surface water drainage system. NHD is based on the content of the USGS 1:100,000-scale and 1:24,000-scale data hydrography DLG data, integrated with reach-related information from the U.S. Environmental Protection Agency Reach File data.	PERMANENT. Transfer to NARA under 1703-03c.	New Item
1703-03g. National Boundary Dataset (NBD). Data contains nationally consistent positional and attribute information for jurisdictional and administrative boundaries (governmental units) features using a data model derived from the best practices data model developed under Project Homeland. Initial population of the database included features from the Bureau of the Census. Additional data will be incorporated from a variety of sources, including other Federal, State, and local partner sources.	PERMANENT. Transfer to NARA under 1703-03c.	New Item
1703-03h. National Structures Dataset (NSD). Data contains nationally consistent positional and attribute information about critical structures using the best practices data model developed under Project Homeland. Initial population of the database included features from Federal Emergency Management Agency (FEMA) HAZUS software. Additional data will be incorporated from a variety of sources, including other Federal, State,	PERMANENT. Transfer to NARA under 1703-03c.	New Item

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
and local partner sources.		
1703-03i. National Transportation Dataset (NTD). Data contains nationally consistent positional and attribute information for transportation features using a data model derived from the best practices data model developed under Project Homeland. Initial population of the database included transportation features from the Bureau of Census. Additional data will be incorporated from a variety of sources, including other Federal, State, and local partner sources.	PERMANENT. Transfer to NARA under 1703-03c.	New Item
1703-04. Seamless Data Distribution System (SDDS). Developed by merging highest-resolution orthoimage and elevation data available into a seamless system. The system provides seamless coverage of the United States, Hawaii, Alaska, and the island territories. The SDDS is also the data distribution system used to explore and retrieve data. Access to geospatial data are provided through The National Map with downloads of orthoimage national base layers, as well as other national geospatial data layers found at http://seamless.usgs.gov/ .		
1703-04a. Inputs. Data are received from USGS, contractors, and partners which are evaluated, processed and then loaded in the database. These include orthoimage data from the GDA, and high-resolution imagery and elevation data from partners. The urban area high-resolution imagery is archived as part of the orthoimage seamless dataset.	Maintain data loaded from GDA until information is verified within the master data file and is no longer needed to serve as a backup to the master file and then destroy.	GRS 20, Item 2d
1703-04b. Outputs. Downloads of orthoimage, elevation, and other national base data layers.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 6
1703-04c. Master File. Orthophoto images and elevation data files that have been evaluated, processed, and accepted by staff at NGTOC offices and the Earth Resources Observation and Science (EROS) Center and then stored in a database at EROS.	Retain until superseded or obsolete and then destroy.	New Item
1703-04d. Backup Files. System backups performed routinely and stored offsite.	Destroy or re-use when superseded.	GRS 20, Item 8b
1703-04e. System Documentation.	Maintain until superseded or obsolete and then	GRS 20, Item 11a(1)

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	destroy.	
<p>1703-05. Digital Orthophoto Imagery. Computer-generated, uniform-scale imagery created from aerial photographs. Image displacement caused by terrain relief and camera tilt has been removed and ground features are displayed in their true ground position, combining the image characteristics of the original photograph with the georeferenced qualities of a map. This includes:</p> <ul style="list-style-type: none"> • Digital Orthophoto Quadrangle (DOQ). One-meter ground resolution, quadrangle (7.5-minute quadrangle of latitude by 7.5-minute quadrangle of longitude) image, cast on the Universal Transverse Mercator (UTM) projection on the North American Datum of 1983 (NAD83). Data are stored in standard USGS uncompressed, compressed, and Georeferenced Tagged Image Feature Format (GeoTIFF) formats. • Digital Orthophoto Quarter Quadrangle (DOQQ). 1-meter ground resolution, quarter-quadrangle (3.75-minutes of latitude by 3.75-minutes of longitude) image cast on the Universal Transverse Mercator Projection (UTM) on the North American Datum of 1983 (NAD83). Data are stored in standard USGS uncompressed, compressed, and GeoTIFF formats. 	<p>PERMANENT. One time transfer. Transfer copy to NARA upon approval of this schedule. Transfer to NARA in accordance with 36 CFR 1228.270, or whatever NARA transfer guidance in effect at the time of the transfer.</p>	New Item
1703-06. GeoPDF Data. Data are georeferenced digital images of USGS topographic and orthoimage maps, including map margin information.	WITHDRAWN	
1703-07. High Resolution Ortho Imagery. The USGS and the National Geospatial Intelligence Agency (NGA) are acquiring high resolution orthoimagery for the major metropolitan areas, and state capitals of the United States primarily to support Homeland Security and Emergency Response.	WITHDRAWN	
<p>1703-08. Control Point Database (CPDB). Contains mapping ground control obtained from earlier mapping projects and the National Digital Orthophoto Program. Ground control points consist of photo-identifiable image points or panels with horizontal coordinates which are of sufficient for 1:24000-scale mapping and 1:12000-scale DOQ production. These points have been obtained through a variety of sources such as USGS field surveys, contracting, and Other Mapping Organization (OMO) contributions. The CPDB is made up of on-line textual</p>	Destroy when no longer needed for reference.	New Item

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
information for each control point, including latitude, longitude, elevation, description, and other information and hard copy image source for each ground control point. These data are used to support USGS orthophoto imagery production operations.		
1703-09. Raster Graphic Revision (RGR) Data. Raster files created in the revision of 7 ½ minute quadrangle maps using RGR software and techniques. Files for each quadrangle were saved to CD and consisted of Raster Feature Separates (RFS) and Raster Color Separates (RCS). Raster feature separates of like color were combined to create the raster color separates that were subsequently used to create print quality negatives (TQ's) that were sent to the Branch of Printing.	Destroy in agency when replaced with new or revised composites.	New Item
1704. Cartographic Materials which do not Support Standard Products. Cost-share products are typically standard products. Fully reimbursable projects often involve products which are retained. Prototype products are intended to be archived and distributed as a standard product.		
1704-01. Data, Information, and Records Developed or Acquired Independently to Accomplish a Special Product. Furnished by another agency or entity to accomplish a special project or to make a particular product.	In accordance with the agreement, the product will be retained, transferred to another agency, or destroyed. Destroy records if the return of the records is refused and all agreement terms are met.	RCS/Item 1504a and N1-57-93-5
1704-02. Data, Information, and Records Consisting of New Fundamental Observations, Measurements, or Authoritative Statements. Acquired by USGS to accomplish the special project.	PERMANENT. Fundamental records such as: photography, horizontal and vertical control records, boundary information, should be integrated with the existing records	RCS/Item 1504b and N1-57-93-5

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	system. Observation and measurement records unique to the special project, such as photogrammetric compilation manuscripts, or unique digital data files (with documentation) created as a final product, and other similar manuscript records are to be transferred to NARA as a project.	
1705. Ortho Products. Includes film material, annotated overlays, landlines, and lettering plates.		
1705-01. Orthophotograph. An aerial photograph from which distortion due to camera aspect (camera tilted from the vertical at the moment of exposure) and radial distortion due to terrain relief, have been removed by analog or digital processing. The resulting image has constant scale in all directions and allows for direct measurements.	PERMANENT Transfer to NARA 5 years after no longer needed in the agency.	New (changed from temporary to permanent) Retention RCS/Item 1505-01 and N1-57-93-5
1705-02. Orthophotoquad. A half-tone screened monochrome orthophotograph produced by analog means, in the format and scale of a standard quadrangle with minimal place names for reference and map collar, usually not carried past the advanced copy stage and largely reproduced by diazo copying.	Destroy in agency when no longer needed for mapping or research.	RCS/Item 1505-02 and N1-57-93-5
1705-03. Orthophotomap. A standard line map (scheduled under 1702-02b) overprinted on a colored orthophotograph base. Containers may include 1702-03, Original Manuscript Drawings; 1702-04, Quadrangle Reports; 1702-07a, Name and Information Sheet; 1702-08, Color Separation Plates; 1702-10, Press Quality Topographic Quadrangle (TQ) Film; along with the	The various orthophotomap materials are either PERMANENT or temporary as defined in their individual record	RCS/Item 1505-03a and 03b and N1-57-93-5

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
orthophotograph (1705-01) and/or its derivative products.	items in this schedule. See specific disposal instructions for each of the series numbers mentioned under this item (1705-03) for transfer of permanent records and disposal of temporary records.	
1706. Field Control Data		
1706-01. Basic Control Field Notebooks. Notebooks containing a record of field measurements and descriptions of the station or mark obtained during basic horizontal and/or vertical control operations, such as triangulation, transit traverse, electronic traverse, and leveling.	When no longer needed for research or reference, offer to the USGS Museum Program and other interested Federal or State agencies. If no interest, destroy.	RCS/Item 1507-01 and N1-57-93-5
1706-02. Basic Control Computation Books. Records of office computations for positions and elevations derived from the basic control field notebooks, including traverse, triangulation, and leveling.	When no longer needed for research or reference, offer to the USGS Museum Program and other interested Federal or State agencies. If no interest, destroy.	RCS/Item 1507-02 and N1-57-93-5
1706-03. Control Lists.		
1706-03a. USGS Control Lists. Description and the vertical elevation and/or horizontal position of all basic USGS control marks on a 15-minute quadrangle basis.	Destroy in agency when no longer needed for research and remapping, or when information is available from the Natural	RCS/Item 1507-08a and N1-57-93-5

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	Science Network (NSN). Offer to other interested agencies prior to destruction.	
1706-03b. Other Agencies' Control Lists. Basic control from individual agencies that is in different formats.	Destroy in agency when superseded.	RCS/Item 1507-08b and N1-57-93-5
1706-03c. Control Folder. A collection of control lists from USGS, National Geodetic Survey (NGS), and other agencies for the individual quadrangles. If filed in quadrangle report, see Item 1702-04.	PERMANENT. Transfer to NARA with all other permanent components when map series or individual map is abandoned or no longer published.	RCS/Item 1507-08c and N1-57-93-5
1706-03d. Control Index Maps. Base maps of various scales referencing USGS 15-minute quadrangle control files.	Destroy in agency when no longer needed for research or remapping.	RCS/Item 1506-06c and N1-57-93-5
1707. Reference Files (Cartographic)		
1707-01. Historical Map File. Also called the Topographic Map Archive and is maintained by the USGS Library in Reston.		
1707-01a. Paper Records.	PERMANENT. Transfer to NARA when no longer needed in the agency.	RCS/Item 1509-02a(3) and N1-57-93-5
1707-01b. Microfilm/Microfiche Copies.	Maintained in the USGS Library. Destroy in agency when no longer needed for reference.	RCS/Item 1509-02b(2) and N1-57-93-5
1707-02. Index Maps and Catalogs of Published Maps (Sales Indexes). Publicly distributed indexes for each map series of the individual quadrangles or mapped areas on a United States or State Base Map to show the location and name for each published map. Includes the		

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
Ohio Style Indexes (green cover booklet) and Catalogs (brown color booklet). Additional information, such as mapping and revision dates, special treatment and studies, and ordering information is contained on these indexes or companion catalogs or forms. One copy is maintained as a complementary and permanent information source to 1707-01 Historical Map File.		
1707-02a. Record Copy.	PERMANENT. Transfer to NARA when no longer needed by the agency.	RCS/Item 1509-02d and N1-57-93-5
1707-02b. All Other Copies.	Destroy in agency when no longer needed for reference.	RCS/Item 1509-02d(1) and N1-57-93-5
1707-02c. Source and Separates used in Production of the Index Maps and the Catalogs of Published Maps. Includes feature and color separation plates as well as press-quality color combined film used for generating 1707-02.	Disposition of materials used in the production of these indexes is the same as the disposition for the record items in the 1702 - Cartographic Materials series.	New Item
1707-03. Master Road Plans. Copies of 1:100,000-scale quadrangles containing delineation of primary roads. These files are frequently updated for current project reference.	Destroy in agency when superseded or no longer needed for reference.	RCS/Item 1509-05 and N1-57-93-5
1707-04. Map Jacket and Materials Locator Accession Files.		
1707-04a. Production and Research Support Record Materials Tracking Files. Primarily used in requesting, tracking, or locating cartographic materials. Including both computer database files and informal paper forms or printouts used to perform mission-specific housekeeping functions. Including, but not limited to data separates ordering forms, cartographic materials checkout listings, and other tracking and maintenance files.	Destroy in agency when no longer needed for mapping or reference. May offer to EROS or the National Science Network prior to destruction.	RCS/Item 1509-06a and N1-57-93-5
1707-04b. Records Management Files. Files	Destroy in agency	RCS/Item

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
<p>containing information on location/details of records storage, record inventories, records receipts for accessions and returns, and records disposal authorizations. Includes copies of completed forms such as the SF-135s and SF-135a, Records Transmittal and Receipt; Optional Form 11, NARA Reference Requests, Federal Records Centers; NA 13000, Agency Review for Contingent Disposal; NA 13001, Intent to Destroy Records; NA 13016, Notice of Accession Location Change, and related documentation.</p> <p>NOTE: Although this item has a temporary retention, it is suggested all documents under this item be kept indefinitely for reference purposes.</p>	when no longer needed.	1509-06b and N1-57-93-5
<p>1707-04c. Map Separates Tracking System (MSTS) ADP Database. Automated tracking and inventory system utilizing bar code to identify and track cartographic materials.</p>	Destroy in agency when no longer needed for tracking and inventory.	RCS/Item 1509-06d and N1-57-93-5
<p>1707-05. Map and Chart Information System (MCIS). Machine readable records developed to store, retrieve, and display information about domestic maps and charts. Information is gathered both from known digital data banks and from physically handling and encoding selected source material. Data elements include title, scale, area, producer, publication and survey dates, rectangular and irregular geographic area, inset information, grids, contour interval, projection, and microfilm storage location.</p>	Destroy in agency when superseded.	RCS/Item 1509-07 and N1-57-93-5
<p>1707-06. Photoindexes of Mapping Photography. A photomosaic of project photography for a 7.5- or 15-minute quadrangle, or, rarely a 30-minute quadrangle. Mosaics show project code, roll and frame of each exposure, with quadrangle corners identified with geographic coordinates, and an integral label typically showing state, flight height above mean ground level, index scale, camera lens number, contractor name and home city, type of photography (vertical), and photography completion date. A small project diagram is also included depicting each quad (named) with diagonal hatchings over each included index. Mosaics typically show 3-6 flight lines of 4-8 photos each. Flight heights are anywhere from 2,000 to 45,000 feet. Used as a reference/research tool for the NSN customers to identify coverage for their areas of interest.</p>	Destroy in agency when no longer needed for reference.	New Item

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
<p>1707-07. Aerial Photography Summary Record System (APSRS). Describes more than 600,000 aerial photography projects covering the United States and its territories. A number of Federal, State, and municipal agencies and commercial firms contribute to APSRS. Consists of the two databases: 1) the APSRS and the contributor database. Each record in the APSRS database contains up to 13 descriptive fields. All fields can be displayed, and 12 of the 13 fields can be searched. Not all fields, however, contain data for every record. 2) Each record in the contributor database contains the name, address, and phone number of a contributor. The contributor field and the field containing the city, state, and zip code can be searched.</p>	<p>PERMANENT. One time transfer copy to NARA in accordance with NARA regulations cited in 36 CFR 1228. Transfer upon approval of this schedule</p> <p>NOTE: This database will not be updated in the future.</p>	<p>New Item</p>
<p>1708. Geographic Names</p>		
<p>1708-01. Records of the U.S. Board on Geographic Names (BGN). The BGN was created in 1890 and established in its present form by Public law in 1947 as a Federal interagency body to establish and maintain uniform feature geographic name usage throughout the Federal Government and to promulgate standard names to the public. Shares its responsibilities with the Secretary of the Interior, the board develops principles, policies, and procedures governing the use of both domestic and foreign geographic names as well as undersea and Antarctic feature names.</p>		
<p>1708-01a. Records Documenting the BGN Establishment, Membership, Policies, Organization, Deliberations, Findings, and Recommendations for BGN Committees. Contains, but not limited to charter, agendas, meeting minutes, presentations, briefing books, studies, reports, key correspondence, and any other related materials. Includes the following committees: Domestic Names Committee (DNC), Advisory Committee on Antarctic Names (ACAN), Advisory Committee on Undersea Features (ACUF), Advisory Committee on Extra Terrestrial Features (ACEF), and Foreign Names Committee (FNC). Primary FNC records are maintained on the National Geospatial-Intelligence Agency (NGA) schedule. Decisions of the Board are addressed separately – See Item 1708-01b below.</p>	<p>PERMANENT. Cutoff records at the end of the fiscal year or if accumulation is limited; cutoff every five years. Transfer to FRC 10 years after break or if accumulation warrants, transfer to FRC earlier, with approval of FRC. Transfer to NARA upon</p>	<p>New Item</p>

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	termination of the board.	
1708-01b. Decisions by the Board on Geographic Names. Derived from Domestic and Antarctic Geographic Name files. (NOTE: Geographic Names derived from foreign and undersea features are developed and maintained by the National Geospatial-Intelligence Agency). Includes written data on geographic names which include case briefs, records, and decisions as well as maps. These data are used for map updates and research and are continuously updated and do not become obsolete. Also includes the official index card collection which dates from 1890 to 2000 when the cards were discontinued.	PERMANENT. Cutoff records at the end of the fiscal year or if accumulation is limited; cutoff every five years. Transfer to FRC 10 years after break or if accumulation warrants, transfer to FRC earlier, with approval of FRC. Transfer to NARA when no longer needed for reference.	RCS/Item 1510-03b and N1-57-93-5
1708-01c. All Other Copies.	Cutoff at the end of the fiscal year. Destroy when no longer needed for reference.	New Item
1708-02. Geographic Names Reading Files. Copies of all correspondence submitted to and sent by the BGN related to ongoing geographic name issues and inquiries. Monthly summary provided to USGS and DOI management for review and signature.	Cutoff at the end of the fiscal year. Destroy when 3 years old.	New Item
1708-03. Geographic Names Information Files. A unique collection of reference and research materials including bound books, articles, historical maps, county and State highway maps, Forest Service (FS) and Bureau of Land Management (BLM) maps, nautical charts, National Park Service brochures, and other such records used by the USGS Geographic Names staff in research and to aid them in their mission of establishing and maintaining uniform feature geographic name usage and to promulgate standard names to the public.	PERMANENT. Transfer to NARA when no longer needed for reference.	RCS/Item 1510-05 and N1-57-93-5
1708-04. Geographic Names Reports. Reports received from the contractor during work on GNIS Phase 1 and Phase 2 which resulted in a compilation of names appearing on USGS 1:24,000 topographic maps for all 50	PERMANENT. Cutoff at the end of the project. Transfer to FRC	RCS/Item 1510-06a and N1-57-93-5

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
<p>States and U.S. Territories Phase 1 entailed the collection of feature names from the USGS large-scale topographic maps, U.S. Forest Service maps, Office of Coast Survey charts, Federal Aviation Administration files, Federal Communications Commission files, and files of the Army Corps of Engineers. These data were compared to the records of the BGN. Phase 2 consisted of information on virtually all other known place names, particularly names from other Federal, State, and local maps, historical but no longer-used names, and variant spellings. Domestic Geographic Names Reports are included in the quad reports</p>	<p>10 years after the end of the project. Transfer to NARA when no longer needed for reference.</p>	
<p>1708-05. Geographic Names Information System (GNIS). Developed by the USGS for the BGN as the official repository of domestic geographic names data; the official vehicle for geographic names use by all departments of the Federal government; and the source for applying geographic names to Federal electronic and printed products.</p> <p>Contains information about physical and cultural geographic features of all types in the United States and its territories, and Antarctica, current and historical, but not including roads and highways. The database holds the Federally recognized name of each feature and defines the feature location by State, county, USGS topographic map, and geographic coordinates. Other attributes include names or spellings other than the official name, feature designations, feature classification, historical and descriptive information, and for some categories the geometric boundaries. The database assigns a unique, permanent feature identifier, the Feature ID, as a standard Federal key for accessing, integrating, or reconciling feature data from multiple data sets.</p>		
<p>1708-05a. Inputs. Collects data from a broad program of partnerships with Federal, State, and local government agencies and other authorized contributors. Since the original data compilation was completed from the original sources, GNIS accepts data or data changes for consideration from any source, and upon validation by the BGN or the appropriate Federal or State agency, will enter the data into the database. Data are entered and edited by authorized users through an on-line data entry/edit application, and is accepted in any standard</p>	<p>Maintain until information is verified within the master data file and is no longer needed to serve as a backup to the master file then destroy.</p>	<p>GRS 20, Item 2d</p>

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
electronic or printed format. In all cases the data are validated by data specialists of the Geographic Names Program before entry into the production database.		
1708-05b. Data Contained / Master File. Names data that have been evaluated, processed, and accepted by National Geospatial Program Office personnel and stored in a database.	PERMANENT. Transfer copy to NARA every five years in accordance with NARA regulations in effect as cited in 36 CFR 1228.	New Item
1708-05c. Outputs. Data may be queried, displayed, and printed from the public website (http://geonames.usgs.gov/pls/gnispublic) in HTML format. Datasets of fewer than 2000 records may be downloaded from the public website in ASCII format. Primary attributes are available as geospatial layers served through a web map/feature service, and in XML format from a web XML service. The web services do not include all attributes. Data extract files for States and territories and in four topical categories are available for download in ASCII format via web browser (http://geonames.usgs.gov/domestic/download_data.htm). Customized electronic files of large data sets are provided on request in most standard formats.	Destroy when no longer needed for reference.	GRS 20, Item 6
1708-05d. System Documentation. System documentation includes standard metadata definitions, on-line user guides, database structure diagrams, database table and column definitions (data dictionary), application design definitions, and code module comments.	PERMANENT. Transfer to NARA with the related permanent system components.	GRS 20, Item 11a(2)
1708-05e. Backup Media. System backups are created and retained in the form of disk snapshots on-line and then removed to tape on an hourly, daily, and weekly schedule in accordance with standard procedures. Tapes are stored locally with copies at an offsite location. Supplemental backups are periodically created in the form of Oracle database extract files and/or Oracle RMan backup utility files.	Destroy or re-use when superseded.	GRS 20, Item 8a
1708-06. Historical Map Publication Record Card File. These cards list the dates of printing, reprinting, and revision of individual quadrangles, State bases and indexes, river surveys, and other printed or unprinted maps, along with sizes of the print runs (sometimes	PERMANENT. Transfer to NARA when no longer needed for reference	RCS/Item 1509-04 and N1-57-93-5

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
including run sizes both with and without woodland (green) overprint). Some of the cards contain the names of the field specialists who surveyed the quadrangle, the contour interval, the map's corner coordinates, the dates when USGS materials were sent to NARA, or the date the maps were abandoned.		
1708-07. Quadrangle Name Changes Card File. A 3- x 5-inch card file arranged in alphabetical order by State, and within a State, by name of the quadrangle. The card lists the new name and former name with background on the change	Destroy cards in agency as information is transferred to the automated information system. Destroy when no longer needed for reference.	RCS/Item 1509-08 and N1-57-93-5
1709. Federal Geographic Data Committee		
1709-01. Federal Geographic Data Committee (FGDC) Steering Committee. Oversees activities and implementation of the National Spatial Data Infrastructure (NSDI). Provides executive leadership for the coordination of Federal geospatial activities.		
1709-01a. Records that Document the Committee's Establishment, Membership, Policy, Organization, Deliberations, Findings, and Recommendations. Includes, but not limited to, the charter, member listing, organizational charts, agendas, meeting minutes, presentations, briefing books, decisions, reports, and any other related materials	PERMANENT. Cutoff at the end of the fiscal year. Transfer to FRC when no longer needed for active use. Transfer textual records to the FRC in 5-year blocks when 40 years or earlier, if volume warrants. Transfer electronic data, with related documentation and external finding aids, as applicable, to the National Archives, as specified in 36	New Item

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	CFR 1228.270 or standards applicable at the time, every 5 years.	
1709-01b. Other FGDC Committees that Report to the Steering Committee. Includes records of smaller subcommittees and working groups.	Cutoff at the end of the fiscal year. Destroy 5 years after termination of subcommittee or working group.	New Item
1709-02. National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program. An annual program to assist the geospatial data community through funding and other resources in implementing the components of NSDI.		
1709-02a. Successful Case Files. Contains records created to monitor and track the agreements/grants. Usually includes the agreement/grant, correspondence, project application, notification of award, annual and progress reports, project budget information, and other similar records.		
1709-02a(1). Case Files that Demonstrate Long-Term Value to the Geospatial Community.	Cutoff files at the end of the agreement/grant. Destroy 10 years after cutoff or when no longer needed for reference, whichever is later.	New Item
1709-02a(2). All Other Case Files.	Cutoff files at the end of the agreement/grant. Destroy 6 years, 6 months after cutoff.	New Item
1709-02b. Unsuccessful Case Files. Includes applications, correspondence, and other records relating to the unsuccessful (rejected or withdrawn) application.	Destroy 3 years after notification of rejection or withdrawal.	GRS 3, Item 13
1709-02c. General Administrative Records. Includes such records as announcement and planning and guidance documents.	Cutoff at the end of the fiscal year. Destroy 2 years	New Item

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	after cutoff.	
1709-03. 50 States Initiatives. Strategic and Business Plan Development in support of the NSDI Future Directions. Projects will develop and implement statewide strategic and business plans that will facilitate the coordination of programs, policies, technologies, and resources that enable the coordination, collection, documentation, discovery, distribution, exchange, and maintenance of geospatial information in support of the NSDI and the objectives of the 50 States. Records include working group files, grant case files, models, surveys, reports, and other related project records.	Cutoff at the end of the fiscal year. Destroy 15 years after the plan is implemented, superseded, or canceled.	New Item
1709-04. FGDC Standards. Developed by the FGDC for implementing the NSDI, in consultation and cooperation with Federal, State, Tribal, and local governments, the private sector and academic community, and, to the extent feasible, the international community.		
1709-04a. Record Copy and Supporting Documentation. Issued by the FGDC. Provides policy and procedural instructions. Includes supporting materials that document important aspects of the development of the policy as well as comments received.	PERMANENT. Cutoff when standard is issued. Transfer to NARA in 5-year blocks when 20 years old.	New Item
1709-04b. All Other Copies.	Destroy in agency when no longer needed for reference.	New Item
1709-05. FGDC Policies.		
1709-05a. If Not Issued Through the Bureau Survey Manual and are of Major Significance. Records include supporting materials that document important aspects of the development of the policy as well as comments received. These documents pertain to policy decisions – specifically newly approved FGDC geospatial standards and policy memorandums from the FGDC Chair to Senior Agency Officials for Geospatial Information.	PERMANENT. Cutoff when the policy is issued. Transfer to NARA in 5-year blocks when 20 years old.	New Item
1709-05b. Other FGDC Policies. Policies that do not set precedents or are not of major significance.	Cutoff at the end of the fiscal year. Place in inactive file when canceled, superseded, or revoked. Destroy	New Item

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	when no longer needed for reference purposes.	
1709-06. FGDC Outreach/ Education Records. The FGDC is responsible for developing NSDI educational training workshops nationwide to promote further development of NSDI, specifically with Federal, State, Tribal, and local governments, and academia. Training and education opportunities are available to promote metadata, Geographic Information System (GIS), Global Positioning System (GPS), and emergency management principles. Includes, but not limited to, training materials, reference materials, and tutorials.	Cutoff at the end of the fiscal year. Destroy when 5 years old or when superseded or obsolete, whichever is later.	New Item
1709-07. Agreements Coordination Information System (ACIS). Database that provides centralized and readily-accessible information electronically on past, present, and future USGS cooperative relationships with various agencies, organizations, and businesses. Summary, or metadata-level, data on each agreement are extracted from the written agreement document and entered into ACIS. ACIS can be queried based on specified data elements to retrieve information on agreements. This information is then provided as tabular listings. ACIS also provides a link to scanned copies of the actual agreement documents for viewing and/or printing, and contains a separate database component providing information on external points of contact.	Destroy in agency when no longer needed for reference.	New Item
1709-08. General FGDC Files. General correspondence and other records, such as reports and memoranda, relating to the FGDC and not otherwise covered.	Cutoff at the end of the fiscal year. Destroy 3 years after cutoff or when no longer needed, whichever is later.	New Item
1710. Miscellaneous Records		
1710-01. The United States Antarctic Resource Center (USARC). An open file maintained by the USGS for the National Science Foundation (NSF), Division of Polar Programs. This archive contains over 400,000 frames of aerial photography, thousands of frames of aerial photography film negatives, over	PERMANENT. Transfer to NARA when no longer needed in agency.	RCS/Item 1511-01 and N1-57-93-5

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
<p>25,000 maps and charts, hundreds of professional papers and technical journals, approximately 50 mounted cachets and thousands of 35 mm slides. The yearly accumulation of maps, aerial photography, and satellite images vary from year to year. The holdings in the file are open to any Antarctic researcher, domestic or foreign. Many of the holdings are related to temporal change (ice volume, extent, and movement, atmospheric and climatic changes, etc.) so none of the holdings are considered inactive.</p> <p>The USARC will be soon joined by a similar facility to host research materials for the Arctic. The new facility, with a working name, Polar Research Center, arctic collection, will be located adjacent to the current Antarctic Center. Specific contents of the Arctic collection remain to be determined.</p>		
<p>1710-02. Antarctic Map Catalogue. Excel and Access databases used to track such information as map locations, scales, and place names for the United States and contributing partner nations.</p>	<p>PERMANENT. Transfer electronic finding aid records to NARA at time of transfer of 1710-01. Include any related documentation and related information as specified in 36 CFR 1228.70 or according to standards applicable at the time of transfer.</p>	<p>New Item</p>
<p>1710-03. Mapping Requirements Files. Written, listing and map index files in the NGPO Headquarters office that contain information on map user requirements and project areas that have been selected for funding. File summaries are made periodically. DOI High-Priority Digital Base Data Program request forms and presentation materials are also contained in the record file.</p>	<p>PERMANENT. Transfer to NARA when 10 years old or sooner if no longer needed for reference. Records prior to FY 2000 can be permanently transferred to NARA.</p>	<p>RCS/Item 1511-02a and N1-57-93-5</p>
<p>1710-04. Technical Papers Information File.</p>	<p>PERMANENT.</p>	<p>RCS/Item</p>

GIO Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
Reference files maintained as part of the Geography discipline and the Geospatial Information Office reference collection. Contains technical articles and information on such subjects as Geography and Geospatial programs, methods, products, equipment, and technical data created by bureau personnel.	Transfer to NARA when 10 years old or sooner if no longer needed for reference.	1511-04a and N1-57-93-5
1710-05. Product Standards, Topographic, and Technical Instructions. Records that document the methods, procedures, and techniques that ensure USGS products prepared by the former National Mapping Division, or its successor organization, the National Geospatial Programs Office, are accurate and consistent in style and content. These records include technical and topographic instructions, supplemental technical instructions, user manuals, data user guides, procedure manuals, official USGS memorandums establishing product standards, and miscellaneous instructions. Most of the older standards and instructions are important for their historical value and apply to data or products no longer produced by the USGS. Newer standards and instructions generally apply to digital vector or raster geospatial data or products, which often update or supersede older standards or instructions. NOTE: Bureau policies and directives are covered in the USGS General Records Disposition Schedule, Item 205. Federal Geographic Data Committee (FGDC) standards are found in this schedule under Item 1709-04.		
1710-05a. Record Copies.	PERMANENT. Offer to NARA upon schedule approval. For future records cutoff at the end of the fiscal year or if accumulation is limited; cutoff and transfer to NARA every 5 years.	New Item
1710-05b. All Other Copies.	Destroy when no longer needed for reference.	New Item
1710-05c. Supporting Records. Files reflecting use of standards and instructions, as well as development, implementation, and changes to USGS standards and	Destroy when no longer needed for	New Item

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
<p>instructions. Miscellaneous files on committees involved in standards preparation, as well as general records such as correspondence from public inquiries regarding standards and instructions.</p> <p>NOTE: The records which document creation and changes could be of historical value to the background of the standard or instruction. These types of records, although they have a temporary retention, it is suggested that they be kept indefinitely for reference purposes.</p>	reference.	
<p>1710-06. Map Catalog (MapCat). Single, official database and associated application for bibliographic information about current and historical conventional maps published or distributed by the USGS at any time during the course of its operations since 1879. MapCat contains map titles, descriptions, and revision dates, and is the source for printed and electronic catalogs, list, and indexes. MapCat does not contain metadata of maps produced through <i>The National Map</i> or Geospatial One-Stop. It supports the Science Information and Education Office.</p>		
<p>1710-06a. Inputs. Originally compiled from three earlier databases. Requires information from the Geographic Names Information System (GNIS). “New” records are created for maps printed for the first time. “Historical” maps are records for revised maps, those superseded by another map or no longer distributed and “current” maps are records created for their revisions—versions of their predecessors. Note that even if the GNIS cell name changes, the map name (title) does not necessarily change along with it.</p>	<p>Delete or destroy after input and verification of data into the master file or when no longer needed to support the reconstruction of the master file, whichever is later.</p>	<p>GRS 20, Item 2d</p>
<p>1710-06b. Master File. Contains current bibliographic data about historical conventional new and revised maps published or publicly distributed by the USGS since 1879. Is the sole comprehensive and authoritative electronic repository of names (that is, titles), descriptions, and other attributes for conventional maps published or distributed by the USGS. Also, the sole authoritative historical record of publication and revision of such maps and the source (information) for printed and electronic catalogs, lists, and indexes of conventional maps, published or distributed by the USGS.</p>	<p>PERMANENT. Transfer electronic records to NARA every 10 years with any related documentation, finding aids, and related information as specified in 36 CFR 1228.270 or according to standards applicable at the</p>	<p>New Item</p>

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	time of transfer.	
<p>1710-06c. Outputs. Outputs range from pre-defined to user-specified. Both types of outputs retrieve data in a format that can be used to generate pre-defined reports.</p> <p>MapCat is used as metadata background for other activities requiring standard metadata input, such as scanning of the historical collection of topographic maps.</p> <p>The Indexing Program prepared print and electronic map catalogs, lists, and indexes.</p> <p>Map data is shown to the public through the USGS Publications Warehouse.</p> <p>Staff and managers obtained statistical information planning business activities and maintenance of the topographic map collection.</p>	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 6
1710-06d. System Documentation.	PERMANENT. Transfer to NARA at the time of transfer of the MapCat data.	GRS 20, Item 11a(2)
1710-06e. System Backups. Done weekly.	Destroy or reuse when superseded.	GRS 20, Item 8a
<p>1710-07. Product Assignment Management/ International Standard Book Number (ISBN) Management System, (Formerly a Component of Assignment Management System (AMS)). A set of relational database tools that provide the capability to plan, authorize spatial product assignments and assign International Standard Book Numbers (ISBN's) to products. Product data is captured from Oracle tables. These data are available for query and analysis within the application, or by other table-based secondary applications. Image applications such as Cartographic Products System (CPS) or ArcView are used to add a spatial display component. AMS data includes account numbers and links to other applications such as Budget and Science Information System + (BASIS+) and an ISBN management system which is used to assign ISBN numbers to each spatial product that is to be published.</p>	Delete or destroy records when NGTOC management determines that they are no longer needed for operational purposes.	New Item
1710-08. Cartographic Products System (CPS). A front-end query tool for any Oracle database with spatial	Delete or destroy records when	New Item

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
attributes It's used to build, execute, display, and save queries and query results. It can take query input in spatial and textual form, and display query results in spatial, image, and textural form.	NGTOC management determines that they are no longer needed for operational purposes.	
1710-09. Geo Data Explorer (GEODE). An interactive data retrieval, display, and analysis Internet application that provides users with a gateway or data portal that provides: 1) data delivered directly to the desktop, anywhere; 2) direct access to dynamic USGS databases; 3) maps with user control of composition/display; 4) analytical tools for spatial analysis of data; and 5) derivative products with the incorporation of user data. GEODE uses advanced digital and Internet capabilities to integrate data from various sources, both internal and external to the USGS, allowing the user to create maps and databases tailored for specific self-determined purposes and to download the results for printing and off-line use.	Maintain until no longer needed for current business.	New Item
<p>1710-10. Geospatial One-Stop ® (Geodata.gov). Geodata.gov is a geographic information system (GIS) portal, also known as the Geospatial One-Stop (GOS), which serves as a public gateway for improving access to geospatial information and data under the Geospatial One-Stop E-Government initiative. GOS is one of 24 E-Government initiatives sponsored by the Federal Office of Management and Budget (OMB) to enhance government efficiency and to improve citizen services.</p> <p>The geodata.gov portal is designed to facilitate communication and sharing of geographic data and resources by making it easier, faster and less expensive for all levels of government and the public to access geospatial information.</p> <p>The geodata.gov portal can be used to:</p> <ul style="list-style-type: none"> • Gain quick access to featured relevant data in the data categories and current events • Use search tools to access a wide variety of geographic information • Save search criteria and maps • Apply a subscription service to selected areas 		

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
<ul style="list-style-type: none"> View metadata Interact with map services, publish data and search for partners for data collections and acquisitions 		
<p>1710-10a. Inputs. The GOS catalog metadata is acquired internally from the USGS and also from external sources. The GOS Portal Version 2.0 includes a metadata creation module which enables data owners to create and store metadata in the Portal's Oracle (Version 9i) database and extractable as XML files. The Portal does NOT create GIS data, only XML metadata files describing geospatial data. This series includes only metadata records which were manually created by self-selected individuals (outside of the GOS program) using the GOS metadata creation module. All other metadata submitted to the Portal for inclusion in the Oracle database are copies of metadata whose master is retained by the agency who owns the data which the metadata describes. This metadata records' content is never validated for accuracy, validity, or realism; only for adherence to format. GOS does not include the geospatial data files themselves.</p> <p>Input to the portal is accomplished by means of "harvesting" and by partners who "publish" the data to the portal. All inputs are dynamic and updated immediately as metadata records.</p>	Maintain until information is verified within the master data file and is no longer needed to serve as a backup to the master file and then destroy.	GRS 20, Item 2d
<p>1710-10b. Data Contained / Master File. This collection is a virtual National library of digital geographic information. The portal is a catalog of geospatial information containing metadata records (information about the data) and links to live map, feature, and catalog services, downloadable data sets, images, clearinghouses, map files, and more. The metadata records have been submitted to the portal by government agencies, by individuals, by companies, or by harvesting the data from geospatial clearinghouses.</p>	Cutoff when system is superseded or when no longer needed for reference, whichever is sooner. Delete 5 years after cutoff.	New Item
<p>1710-10c. Outputs. Outputs are in the form of portal views, printable outputs and of redirection of users to external (3rd party) sites where users can acquire data (The GOS Portal houses no geographic data other than the metadata from inputs). All updates to the metadata will be captured in 1700-10b above.</p>	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 6
<p>1710-10d. System Documentation.</p>	Maintain until superseded or	GRS 20, Item 11a(1)

GIG Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	obsolete and then destroy.	
1710-10e. Backup Media. System backups of the metadata are created weekly and stored offsite.	Destroy or re-use when superseded.	GRS 20, Item 8b
1710-11. The National Atlas of the United States of America®. The National Atlas is an electronic geospatial information system that graphically describes people, places, and resources of the United States. In recent years the National Atlas has, through partnerships with Mexico and Canada, compiled authoritative and reliable geographic information that covers North America. The National Atlas is an interactive system that allows users to: customize, view, and print maps that they create using National Atlas map layers; print pre-formatted maps; play with interactive maps; and learn background information about the people, places and resources that are part of the National Atlas system. The National Atlas also allows mapping professionals to download documented, accurate, reliable, and integrated data to use in their GIS application and to connect to Web Map Services (WMS) that comply with Open Geospatial Consortium standards. The National Atlas is constantly updated and expanded allowing its users to potentially create tens of thousands of dynamic maps.		
1710-11a. Inputs. Includes over 220 map layers created and received from more than 20 Federal organizations including the USGS as well as other Federal and non-Federal organizations. Each layer represents a geographic theme and contains a specific category of information. National Atlas data types include agriculture, biology, boundaries, climate, environment, geology, history, map reference, people, transportation, and water, with a variety of map layers for each data type.	Maintain until information is verified within the master data file and is no longer needed to serve as a backup to the master file and then destroy.	GRS 20, Item 2d
1710-11b. Data Contained / Master File. This collection is a virtual National library of digital geographic information focused on providing information about America, but in recent years through partnerships with atlas programs in Mexico and Canada, now includes authoritative and reliable geographic information that covers North America. Collaboratively building "frameworks," the essential map layers provide a foundation for all other maps. These basic layers include small-scale harmonized information on North American	PERMANENT. Upon approval of the schedule, cutoff and transfer a snapshot of the Map Layers, Printable Maps, and Reference Articles from nationalatlas.gov	New Item

GIS Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
roads, water, boundaries and the like, with the GIS information having been acquired from other USGS programs and other Federal and non-Federal sources.	to NARA. Every two years thereafter, transfer to NARA any new or revised Map Layers, Printable Maps, and Reference Articles. Transfers will be in accordance with 26 CFR 1228.270 or standards in place at the time of the transfer.	
1710-11c. Outputs.		
1710-11c(1). Raw Data. Raw data are refined for professional use, having undergone quality and consistency checks and all data are horizontally and vertically integrated. Raw Data are made available for free downloading via the Internet. Vector files are available in Shapefile and SDTS Topographical Vector Profile (TVP) formats, National Atlas geostatistical data are in Database file (DBF) format, and Atlas images are GeoTIFF files. Also includes raw data documentation in American Standard Code for Information Interchange (ASCII) format that is bundled with the raw data files.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 5
1710-11c(2). Map Products (Printable and Dynamic Maps). Printable maps are simple, prepared maps that can be viewed, printed, or downloaded from the National Atlas website (http://www.nationalatlas.gov). Standard printable maps include the following: Congressional Districts for the 110th Congress, Federal Lands and Indian Reservations, Precipitation of the Individual States and of the Conterminous States, Presidential Elections 1789 to 2000, Reference and Outline Maps of the United States and the individual States, Territorial Acquisitions of the United States, Time Zones, and West Nile Virus 2000. Each map is available in Graphics Interchange Format (GIF) and Portable Document Format (PDF) file formats that allow for viewing and printing of the maps. Dynamic maps are illustrations of geographic phenomena that combine the science of mapping with multimedia	PERMANENT. Transfer to NARA as described in 1710-11b.	New Item

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
technology to display simulated interactive maps. Themes include Invasive Species - Zebra Mussel Distribution, Volcanoes, Relief and Elevation, Tapestry of Time and Terrain, Vegetation Growth, West Nile Virus 2000, and Wildlife Mortality - Avian Cholera.		
1710-11d. System Documentation. Technical documentation adequate to identify, service and interpret electronic records, such as Nationalatlas.gov support pages, data modeling documentation, data system specifications, data element descriptions, data dictionaries, code books, record layouts, user guides, output specifications, and similar documentation. Also, includes metadata that complies with the Federal Geographic Data Committee Content Standard for Digital Geospatial Metadata. This provides information about what each raw data file shows (e.g., crime rates, hurricane incidents, African honey-bee infestations, etc.), as well as the source of the layer information. Also, a thumbnail sample view of the layer, disclaimers about the information, and related links. The National Atlas prepares these metadata in ASCII, HyperText Markup Language (HTML) Outline, HTML Frequently Asked Questions (FAQ), eXtensible Markup Language (XML), and data interface formats (DIF).	PERMANENT. Transfer those records necessary to document how the system captures, manipulates, and outputs data to NARA as specified in 36 CFR 1228.270 along with the records described in 1710-11b, 1710-11e(2), 1710-11e, and 1710-11h(1).	GRS 20, Item 11a(2)
1710-11e. All Other System Documentation that is not Critical for Servicing and Interpreting the System-Generated Records.	Maintain until superseded or obsolete and then destroy.	GRS 20, Item 11a(1)
1710-11f. Backup Media. System backups are performed as part of routine system maintenance on a daily basis and are held onsite for 30 days. These are moved to offsite, long-term storage.	Destroy or re-use when superseded.	GRS 20, Item 8a
1710-11g. Reference Articles. Articles covering the geography of America and intended to provide additional information to explain the maps that appear in the National Atlas; introduce government programs and how geographic information and maps influence public decision making; and educate or stimulate an interest in the people and places of this nation. Major topics include agriculture, biology, boundaries, climate, environment, geology, history, map reference, people, transportation, and water.	PERMANENT. Transfer to NARA as described in 1710-11b.	New Item
1710-11h. Wall Maps. Paper maps covering diverse topics.	PERMANENT. Offer one copy of	RCS/Item 1509-02c(1)

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
	each map upon schedule approval. For future records cutoff annually. Transfer to NARA upon cutoff	and N1-57-93-5
<p>1710-12. The National Map. The National Map (TNM) will serve as the Nation's topographic map for the 21st century. TNM is a consistent framework for geographic knowledge needed by the Nation. It provides public access to high-quality, geospatial data and information from multiple partners to help support decision making by resource managers and the public. TNM is the product of a consortium of Federal, State, and local partners who provide geospatial data to enhance America's ability to access, integrate, and apply geospatial data at global, National, and local scales. Base geospatial data is provided to the Nation through a range of products and services that focus on eight data themes: elevation, geographic names, hydrography, land cover, orthoimagery, boundaries, structures, and transportation. By working with partners, the USGS will ensure the Nation has access to current, accurate, and nationally consistent digital data and topographic maps derived from those data.</p> <p>TNM, is not an information technology (IT) system; however, it is supported by a portfolio of IT systems aggregated within the USGS National Map Reengineering Project (NMRP) which is a major USGS IT systems boundary. Some IT systems within the NMRP boundary are GIS systems, others are not GIS systems. These IT systems may or may not be related or interrelated. TNM geospatial data is received, processed, stored, and provided by the IT systems comprising the NMRP IT boundary. Inputs, data, master data files, outputs, system documentation, and file backups are components of each individual IT system comprising the NMRP IT boundary. NMRP portfolio IT systems supporting TNM and included in this schedule are:</p> <p>1703-01. Geospatial Data Architecture (GDA) System 1703-02. National Elevation Dataset (NED)</p>		

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
1703-03. Other National Datasets 1703-03f. National Hydrography Dataset (NHD) 1703-03g. National Boundary Dataset (NBD) 1703-03h. National Structures Dataset (NSD) 1703-03i. National Transportation Dataset (NTD) 1703-04. Seamless Data Distribution System (SDDS) 1707-05. Map and Chart Information System (MCIS) 1707-07. Aerial Photography Summary Record System (APSRs) 1708-05. Geographic Names Information System (GNIS) 1709-07. Agreements Coordination Information System (ACIS) 1710-06. Map Catalog (MapCat) 1710-08. Cartographic Products System (CPS) 1710-09. Geo Data Explorer (GEODE) 1710-10. Geospatial One-Stop ® (Geodata.gov) 1710-11. The National Atlas of the United States of America®		
1710-12a. Inputs. Inputs are received from a consortium of Federal, State, Tribal, and local partners. In addition, customers access the system via the Internet. The geographic information available from <i>TNM</i> includes elevation, geographic names, hydrography, land cover, orthoimagery (aerial photographs), boundaries, structures, and transportation. Inputs are components of the above individual IT systems encompassing the <i>NMRP</i> enclave and <i>TNM</i> portfolio. These individual IT systems comprising <i>TNM</i> portfolio are included in this schedule.	Disposition of this element is specified in the above individual IT systems noted and included in this schedule.	GRS-20, Item 2d
1710-12b. Data Contained / Master Data File. Data contained and master data files are specified in the above individual IT systems noted comprising <i>TNM</i> portfolio and are included in this schedule.		
1710-12b(1) A sharing archive of metadata and data holdings that are used and exchanged by customers and partners. This record element is documented in the applicable above individual IT systems noted comprising <i>TNM</i> portfolio and are included in this schedule.	Disposition of this element is specified in the above individual IT systems noted and included in this schedule.	New Item
1710-12b(2) Results of searches by customers. The desired products may be downloaded immediately in some cases and in other cases orders may be placed which are filled later. Filled orders are transferred to the	Disposition of this element is specified in the above individual IT	New Item

GIC Mission-Specific Records Disposition Schedule

RECORD ITEM/DESCRIPTION	DISPOSITION	AUTHORITY
customers by FTP or mailed on digital media. Sales functions require processes such as credit card validation, bank deposits, and billing. This record element is documented in the above applicable IT systems comprising <i>TNM</i> portfolio that are included in this schedule	systems noted and included in this schedule.	
1710-12c. Outputs. Provides geospatial information content in the form of data and applications. Included is elevation data including bathymetry; geographic names for physical and cultural features, high-resolution surface vector feature data for hydrography; land cover data that classify the land surface into categories, high-resolution digital orthorectified imagery from aerial photographs or satellite imagery; and nationally consistent positional and attribute information for jurisdictional and administrative boundaries, structures, and transportation. Outputs are components of each of the above individual IT systems comprising <i>TNM</i> portfolio that are included in this schedule.	Disposition of this element is specified in the above individual IT systems noted and included in this schedule.	GRS 20, Item 6
1710-12d. System Documentation.	Disposition of this element is specified in the above individual IT systems noted and included in this schedule.	GRS 20, Item 11
1710-12e. Backups of Files.	Disposition of this element is specified in the above individual IT systems noted and included in this schedule.	GRS 20, Item 8

GIC Mission-Specific Records Disposition Schedule

Appendix A – One Time Sample of a Complete Map

This list represents a wide range of terrain mapped by the agency at different time periods. Quadrangles were selected geographically at different places across the country and chronologically from the earliest years to the present, chosen from a list of unique geomorphological features and urban places and from a second list of older manuscript quadrangles already accessioned by the National Archives (to continue whenever possible the documentation of those older quadrangles).

The following were added in 2006: Boston South, Massachusetts 7.5- x 15-minute metric map; Cactus Flat, Nevada Satellite image map; Colorado State base map (Shaded Relief); Genesee Valley, California USGS/USFS Single Edition, Kalispell, Montana orthophotoquad; Kemmerer, Wyoming provisional map; Provo, Utah; Royal Palm Hammock, Florida orthophotomap, and Ugashik, Alaska radar image mosaic.

Alphabetically by Quadrangle

Abajo	Utah	1:125,000	1884
Agana	Guam	1:24,000	1968
Alturas	California	1:15,840	1885 (approx)
Annapolis	Maryland	1:62,000	1891
Antelope Hills	Oklahoma	1:24,000	1966
Branford	Connecticut	1:24,000	1944
Boardman Creek	Idaho	1:24,000	1970
Boston South	Massachusetts	1:25,000	1987
Boulogne	Florida & Georgia	1:62,500	1917
Bright Angel	Arizona	1:45,000	1903
Brooklyn	New York	1:62,500	1888
Cactus Flat	Nevada	1:100,000	1984
Campti	Louisiana	1:24,000	1944
Casa Grande	Arizona	1:48,000	1921-22
Charleston (West)	West Virginia	1:24,000	1958
Climax Mining District	Colorado	1:12,000	1927
Colorado	Colorado	1:500,000	1968
Empire	Louisiana	1:62,500	1891
Epas	Alabama	1:48,000	1929
Flat Rock Mesa	Utah	1:24,000	1966
Fond du Lac	Wisconsin	1:48,000	1908
Furnace Creek	California	1:253,440	1906
Genessee Valley	California	1:24,000	1994
Gila Butte	Arizona	1:45,000	1903
Glacier Peak (**)	Washington	1:125,000	1897
Great Pond (**)	Maine	1:48,000	1928
Hecata Head (**)	Oregon	1:62,500	1918
Kalispell	Montana	1:24,000	1978

GIC Mission-Specific Records Disposition Schedule

Appendix A – One Time Sample of a Complete Map

Katahdin	Maine	1:48,000	1927
Kemmerer	Wyoming	1:24,000	1985
Kilauea	Hawaii	1:62,500	1912
Larimore	North Dakota	1:48,000	1934
Mt Katmai (B-3)	Alaska	1:63,360	1951
Mt. McKinley	Alaska	1:250,000	1898
Mt. Vernon	Virginia and Maryland	1:125,000	1885-88
Myrtle Beach	South Carolina	1:48,000	1936
New Haven	Connecticut	1:45,000	1889-90
New Orleans (East)	Louisiana	1:24,000	1934-35
Provincetown	Massachusetts	1:30,000	1887
Provo	Utah	1:100,000	1986
Royal Palm Hammock	Florida	1:24,000	1973
Saddleback Hills	Wyoming	1:48,000	1914
St. Louis (West)	Missouri and Illinois	1:48,000	1888
Sanford	Florida	1:24,000	1965
Schroon Lake	New York	1:62,500	1895
Shaker Heights	Ohio	1:24,000	1953
Shasta	California	1:125,000	1883-85
Ship Rock	New Mexico	1:48,000	1933
Shoshone	Wyoming	1:62,500	1884
Swayback Mountain	Texas	1:24,000	1972
Tanacross (*)	Alaska	1:250,000	1907
Taylor	Texas	1:126,730	1885
The Dells	Wisconsin	1:62,500	1899
Twin Grove	Texas	1:24,000	1972
Ugashik	Alaska	1:250,000	1980
Whittier	California	1:24,000	1949
Williamsport	Pennsylvania	1:48,000	1921
Wind Gap	Pennsylvania	1:62,500	1914
Yorktown	Virginia	1:48,000	1904-05

(*) The scale of this map is assumed to be 1:250,000 because of the edition year.

(**) Represents the only quadrangles for which NARA is also accepting the associated Copper Plates.

GIG Mission-Specific Records Disposition Schedule

Appendix B – Examples of Special Maps

This list represents a wide range of special maps and map material produced by the USGS for different customers at different time periods. Special maps and map material stored at NGTOC offices in Denver, Rolla, and at the Herndon, Virginia warehouse include, but are not limited to, the following product types and scales.

Alaska Experimental Map
Alaska National Interest Lands
California Central Valley
California Water Resources Map with 108 Congressional Districts
Colorado Game Management Unit
Colorado's Ancient Trees
Congressional District Maps
Ecoregions (EI) Maps of the States
Federal Lands with Congressional Districts 108,109
Flat Head Indian Reservation
Fort Apache Indian Reservation
Front Range Urban Corridor
Hazard maps (Subcommittee on Disaster Reduction 2004)
Hopi Indian Reservation
International Maps of the World (IMW)
Jean Claude Satellite Image Maps
Leadville, Colorado Mining District
National Business Center (NBC) Interior Department Electronic Acquisition
System (IDEAS) Maps
Pre-Press for National Geographic Public Lands Map
Rancho del Chapparal Girl Scout Camp
Reese Air Force Base, Texas
San Francisco Bay Region
Saudi Arabia Maps
Side Looking Airborne Rader (SLAR) Maps
The Legacy of Lewis and Clark
U.S. Border Maps (DOI Law Enforcement)
U.S. and World Base Maps
U.S. Canadian Border Maps
USGS 1879-1979 Centennial Map

GIG Mission-Specific Records Disposition Schedule

Appendix C – Abbreviations and Acronyms

The following abbreviations and acronyms are used in this report.

ACIS	Agreements Coordination Information System
AMS.....	Assignment Management System
APSRs	Aerial Photography Summary Record System
ASCII	American Standard Code for Information Interchange
BASIS+	Budget and Science Information System +
ASCII	American Standard Code for Information Interchange
BGN	U.S. Board on Geographic Names
BLM.....	Bureau of Land Management
CD	Compact Disk
CFR.....	Code of Federal Regulations
CPDB	Control Point Database
CPS	Cartographic Products System
CSDGM	Content Standard for Digital Spatial Metadata
DEM.....	Digital Elevation Model
DIF	Data Interface Formats
DLG	Digital Line Graph
DMA	Defense Mapping Agency
DOI	U.S. Department of the Interior
DOQ.....	Digital Orthophotoquad
DOQQ	Digital Orthophoto Quarter Quadrangle
DRG	Digital Raster Graphic
EI.....	Ecoregions
EROS	Earth Resources Observation and Science Center
FAQ.....	Frequently Asked Questions
FEMA	Federal Emergency Management Agency
FGDC	Federal Geographic Data Committee
FRC.....	Federal Records Center
FS	United States Forest Service
FY	Fiscal Year
GDA.....	Geospatial Data Architecture
GEODE	Geo Data Explorer
GeoPDF.....	Georeferenced Portable Document Format
GeoTIFF.....	Georeferenced Tagged Image Feature Format
GIF	Graphics Interchange Format
GIO	Geospatial Information Office
GIS	Geographic Information System
GLO	Government Land Office
GMIS.....	Geographic Management Information System
GNIS	Geographic Names Information System
GOS.....	Geospatial One-Stop
GPS	Global Positioning System

GLC Mission-Specific Records Disposition Schedule

Appendix C – Abbreviations and Acronyms

HTML	HyperText Markup Language
IDEAS	Interior Department Electronic Acquisition System
IFSAR	Inferometric Synthetic Aperture Radar
IMB	International Maps of the World
ISBN	International Standard Book Numbers
LIDAR	Light Detection and Ranging
MapCat.....	Map Catalog
MCIS.....	Map and Chart Information System
MSTS	Map Separates Tracking System
N&I Sheet	Name and Information Sheet
NAD83	North American Datum of 1983
NARA	National Archives and Records Administration
NBC	National Business Center
NBD	National Boundary Dataset
NED	National Elevation Dataset
NGS.....	National Geodetic Survey
NGTOC.....	National Geospatial Technical Operations Center
NGVD29	National Geodetic Vertical Datum of 1929
NHD	National Hydrography Dataset
NPS	National Park Service
NSD.....	National Structures Dataset
NSDI	National Spatial Data Infrastructure
NSF	National Science Foundation
NSN.....	Natural Science Network
NTD	National Transportation Dataset
OFA....	Other Federal Agency
OMB	Office of Management and Budget
OMO	Other Mapping Organization
PDF	Portable Document Format
PLSS	Public Land Survey System
RCS	Raster Color Separates
RCS	Records Control Schedule
RFS	Raster Feature Separates
RGR ...	Raster Graphic Revision
SDB.....	Sales Database
SDDS	Seamless Data Distribution System
SDLT....	Super Digital Linear Tape
SDTS.....	Spatial Data Transfer Standard
SGML	Simple Generalized Markup Language
SLAR	Side Looking Airborne Radar
TNM.....	<i>The National Map</i>
TQ	Topographic Quadrangle
TVC.....	Tagged Vector Contour
TVH	Tagged Vector Hydro
TVP	Topographical Vector Profile

GIU Mission-Specific Records Disposition Schedule

Appendix C – Abbreviations and Acronyms

USARCUnited States Antarctic Resource Center
USGSU.S. Geological Survey
UTM...Universal Transverse Mercator
WMS.....Web Map Services
XML.....eXtensible Markup Language

**U.S. Geological Survey
Geospatial Information Office (GIO) Mission-Specific Records Disposition
Schedule**

Cross Index

ITEM NUMBER	SUBJECT	SUPERSEDED CITATION
1701	Aerial Photography	
1701-01	Prints, Annotated or Non-Annotated	RCS/Item 1500-05 and N1-57-93-5
1701-02	Diapositives	RCS/Item 1500-05 and N1-57-93-5
1702	Cartographic Materials	
1702-01	One-Time Sample of a Complete Map	RCS/Item 1502-01 and N1-57-93-5
1702-02	USGS Map Products	
1702-02a	Special Maps	RCS/Item 1509-2c(1) and N1-57-93-5
1702-02a(1)	Color Separates for Special Maps	RCS/Item 1509-2c(2) and N1-57-93-5
1702-02b	Printed Maps	RCS/Item 1509-2c(1) and N1-57-93-5
1702-03	Original Manuscript Drawings	RCS/Item 1502-03 and N1-57-93-5
1702-04	Quadrangle or Map Report	RCS/Item 1502-04 and N1-57-93-5
1702-05	Map Correction File	RCS/Item 1502-05 and N1-57-93-5
1702-06	Advanced Composites of Map Compilation	RCS/Item 1502-06 and N1-57-93-5
1702-07	Information Sheets and Miscellaneous Related Source Materials	

1702-07a	Name and Information Sheet (N&I) Sheet	RCS/Item 1502-07b and N1-57-93-5
1702-07b	Name and Information Sheet on Frosted Mylar	RCS/Item 1502-07c and N1-57-93-5
1702-07c	Pre-field Name Edit Sheets	RCS/Item 1502-07d and N1-57-93-5
1702-07D	Vertical Accuracy Test (Check) Sheet	RCS/Item 1502-07e and N1-57-93-5
1702-07e	Other Miscellaneous or Information Sheets	RCS/Item 1502-07f and N1-57-93-5
1702-07f	Miscellaneous Source Materials Filed in the Map Jacket or Boxes	RCS/Item 1502-07g and N1-57-93-5
1702-07g	Miscellaneous Source Materials	RCS/Item 1502-07h and N1-57-93-5
1702-07h	Geodetic Control Edit Sheets	RCS/Item 1502-07i and N1-57-93-5
1702-08	Color Separation Plates	RCS/Item 1502-08 and N1-57-93-5
1702-09	Derivative Maps	
1702-09a	Original Manuscript Materials	RCS/Item 1502-09a and N1-57-93-5
1702-09b	All Other Color Separation and Related Sheets	RCS/Item 1502-09b and N1-57-93-5
1702-09c	Shaded Relief Drawings	RCS/Item 1502-09c and N1-57-93-5
1702-10	Press-Quality Combined by Color Film	RCS/Item 1502-10 and N1-57-93-5
1703	Digital Cartographic Data	
1703-01	Geospatial Data Architecture (GDA) System	
1703-01a	Inputs	GRS 20, Item 2d

1703-01b	Outputs	GRS 20, Item 6
1703-01c	Master File	N1-057-08-5 Item 1703-01c
1703-01d	Backup Files	
1703-01d(1)	Database	GRS 20, Item 8a
1703-01d(2)	Online Data	GRS 20, Item 8a
1703-01d(3)	Servers Where Online Data Exist	GRS 20, Item 8a
1703-01e	System Documentation	
1703-01e(1)	Technical Documentation	GRS 20, Item 11a(2)
1703-01e(2)	Other System Documentation	GRS 20, Item 11a(1)
1703-01f	Digital Elevation Model (DEM)	RCS/Item 1503-01g and N1-57-93-5
1703-01g	Digital Line Graph (DLG)	RCS/Item 1503-01a and N1-57-93-5
1703-01h	Digital Raster Graphics (DRGs)	RCS/Item 1503-01e and N1-57-93-5
1703-01i	Tagged Vector Contours (TVCs) and Tagged Vector Hydro (TVH)	N1-057-08-5 Item 1703-01i
1703-02	National Elevation Dataset (NED)	
1703-02a	Inputs	GRS 20, Item 2d
1703-02b	Outputs	GRS 20, Item 6
1703-02c	Master File	N1-057-08-5 Item 1703-02c
1703-02d	Backup Files	GRS 20, Item 8a
1703-02e	System Documentation	
1703-02e(1)	Technical Documentation	GRS 20, Item 11a(2)
1703-02e(2)	Other System Documentation	GRS 20, Item 11a(1)
1703-03	Other National Datasets	
1703-03a	Inputs	GRS 20, Item 2d

1703-03b	Outputs	GRS 20, Item 6
1703-03c	Master File	N1-057-08-5 Item 1703-03c
1703-03d	Backup Files	GRS 20, Item 8a
1703-03e	System Documentation	
1703-03e(1)	Technical Documentation	GRS 20, Item 11a(2)
1703-03e(2)	Other System Documentation	GRS 20, Item 11a(1)
1703-03f	National Hydrography Dataset (NHD)	N1-057-08-5 Item 1703-03f
1703-03g	National Boundary Dataset (NBD)	N1-057-08-5 Item 1703-03g
1703-03h	National Structures Dataset (NSD)	N1-057-08-5 Item 1703-03h
1703-03i	National Transportation Dataset (NTD)	N1-057-08-5 Item 1703-03i
1703-04	Seamless Data Distribution System (SDDS)	
1703-04a	Inputs	GRS 20, Item 2d
1703-04b	Outputs	GRS 20, Item 6
1703-04c	Master File	N1-057-08-5 Item 1703-04c
1703-04d	Backup Files	GRS 20, Item 8b
1703-04e	System Documentation	GRS 20, Item 11a(1)
1703-05	Digital Orthophoto Imagery	N1-057-08-5 Item 1703-05
1703-06	RESERVED	
1703-07	RESERVED	
1703-08	Control Point Database (CPDB)	N1-057-08-5 Item 1703-08
1703-09	Raster Graphic Revision (RGR) Data	N1-057-08-5 Item 1703-09
1704	Cartographic Materials which do not Support Standard Products	
1704-01	Data, Information, and Records Developed or Acquired Independently to Accomplish a Special Product	RCS/Item 1504a and N1-57-93-5

1704-02	Data, Information, and Records Consisting of New Fundamental Observations, Measurements, or Authoritative Statements	RCS/Item 1504b and N1-57-93-5
1705	Ortho Products	
1705-01	Orthophotograph	N1-057-08-5 Item 1705-01
1705-02	Orthophotoquad	RCS/Item 1505-02 and N1-57-93-5
1705-03	Orthophotomap	RCS/Item 1505-03a and 03b and N1-57-93-5
1706	Field Control Data	
1706-01	Basic Control Field Notebooks	RCS/Item 1507-01 and N1-57-93-5
1706-02	Basic Control Computation Books	RCS/Item 1507-02 and N1-57-93-5
1706-03	Control Lists	
1706-03a	USGS Control Lists	RCS/Item 1507-08a and N1-57-93-5
1706-03b	Other Agencies' Control Lists	RCS/Item 1507-08b and N1-57-93-5
1706-03c	Control Folder	RCS/Item 1507-08c and N1-57-93-5
1706-03d	Control Index Maps	RCS/Item 1506-06c and N1-57-93-5
1707	Reference Files (Cartographic)	
1707-01	Historical Map File	
1707-01a	Paper Records	RCS/Item 1509-02a(3) and N1-57-93-5
1707-01b	Microfilm/Microfiche Copies	RCS/Item 1509-02b(2) and N1-57-93-5
1707-02	Index Maps and Catalogs of Published Maps (Sales Indexes)	

1707-02a	Record Copy	RCS/Item 1509-02d and N1-57-93-5
1707-02b	All Other Copies	RCS/Item 1509-02d(1) and N1-57-93-5
1707-02c	Source and Separates used in Production of the Index Maps and the Catalogs of Published Maps	N1-057-08-5 Item 1707-02c
1707-03	Master Road Plans	RCS/Item 1509-05 and N1-57-93-5
1707-04	Map Jacket and Materials Locator Accession Files	
1707-04a	Production and Research Support Record Materials Tracking Files	RCS/Item 1509-06a and N1-57-93-5
1707-04b	Records Management Files	RCS/Item 1509-06b and N1-57-93-5
1707-04c	Map Separates Tracking System (MSTS) ADP Database	RCS/Item 1509-06d and N1-57-93-5
1707-05	Map and Chart Information System (MCIS)	RCS/Item 1509-07 and N1-57-93-5
1707-06	Photoindexes of Mapping Photography	N1-057-08-5 Item 1707-06
1707-07	Aerial Photography Summary Record System (APSR)	N1-057-08-5 Item 1707-07
1708	Geographic Names	
1708-01	Records of the U.S. Board on Geographic Names (BGN)	
1708-01a	Records Documenting the BGN Establishment, Membership, Policies, Organization, Deliberations, Findings, and Recommendations for BGN Committees	N1-057-08-5 Item 1708-01a
1708-01b	Decisions by the Board on Geographic Names	RCS/Item 1510-03b and N1-57-93-5
1708-01c	All Other Copies	N1-057-08-5 Item 1708-01c
1708-02	Geographic Names Reading Files	N1-057-08-5 Item 1708-02

1708-03	Geographic Names Information Files	RCS/Item 1510-05 and N1-57-93-5
1708-04	Geographic Names Reports	RCS/Item 1510-06a and N1-57-93-5
1708-05	Geographic Names Information System (GNIS)	
1708-05a	Inputs	GRS 20, Item 2d
1708-05b	Data Contained / Master File	N1-057-08-5 Item 1708-05b
1708-05c	Outputs	GRS 20, Item 6
1708-05d	System Documentation	GRS 20, Item 11a(2)
1708-05e	Backup Media	GRS 20, Item 8a
1708-06	Historical Map Publication Record Card File	RCS/Item 1509-04 and N1-57-93-5
1708-07	Quadrangle Name Changes Card File	RCS/Item 1509-08 and N1-57-93-5
1709	Federal Geographic Data Committee	
1709-01	Federal Geographic Data Committee (FGDC) Steering Committee	
1709-01a	Records that Document the Committee's Establishment, Membership, Policy, Organization, Deliberations, Findings, and Recommendations	N1-057-08-5 Item 1709-01a
1709-01b	Other FGDC Committees that Report to the Steering Committee	N1-057-08-5 Item 1709-01b
1709-02	National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program	
1709-02a	Successful Case Files	
1709-02a(1)	Case Files that Demonstrate Long-Term Value to the Geospatial Community	N1-057-08-5 Item 1709-02a(1)
1709-02a(2)	All Other Case Files	N1-057-08-5 Item 1709-02a(2)
1709-02b	Unsuccessful Case Files	GRS 3, Item 13

1709-02c	General Administrative Records	N1-057-08-5 Item 1709-02c
1709-03	50 States Initiative	N1-057-08-5 Item 1709-03
1709-04	FGDC Standards	
1709-04a	Record Copy and Supporting Documentation	N1-057-08-5 Item 1709-04a
1709-04b	All Other Copies	N1-057-08-5 Item 1709-04b
1709-05	FGDC Policies	
1709-05a	If not Issued Through the Bureau Survey Manual and are of Major Significance	N1-057-08-5 Item 1709-05a
1709-05b	Other FGDC Policies	N1-057-08-5 Item 1709-05b
1709-06	FGDC Outreach/Education Records	N1-057-08-5 Item 1709-06
1709-07	Agreements Coordination Information System (ACIS)	N1-057-08-5 Item 1709-07
1709-08	General FGDC Files	N1-057-08-5 Item 1709-08
1710	Miscellaneous Records	
1710-01	The United States Antarctic Resource Center (USARC)	RCS/Item 1511-01 and N1-57-93-5
1710-02	Antarctic Map Catalogue	N1-057-08-5 Item 1710-02
1710-03	Mapping Requirements Files	RCS/Item 1511-02a and N1-57-93-5
1710-04	Technical Papers Information File	RCS/Item 1511-04a and N1-57-93-5
1710-05	Product Standards, Topographic, and Technical Instructions	
1710-05a	Record Copies	N1-057-08-5 Item 1710-05a
1710-05b	All Other Copies	N1-057-08-5 Item 1710-05b
1710-05c	Supporting Records	N1-057-08-5 Item 1710-05c
1710-06	Map Catalog (MapCat)	
1710-06a	Inputs	GRS 20, Item 2d

1710-06b	Master File	N1-057-08-5 Item 1710-06b
1710-06c	Outputs	GRS 20, Item 6
1710-06d	System Documentation	GRS 20, Item 11a(2)
1710-06e	System Backups	GRS 20, Item 8a
1710-07	Product Assignment Management / International Standard Book Number (ISBN) Management System (Formerly a Component of Assignment Management System (AMS))	N1-057-08-5 Item 1710-07
1710-08	Cartographic Products System (CPS)	N1-057-08-5 Item 1710-08
1710-09	Geo Data Explorer (GEODE)	N1-057-08-5 Item 1710-09
1710-10	Geospatial One-Stop® (Geodata gov)	
1710-10a	Inputs	GRS 20, Item 2d
1710-10b	Data Contained / Master File	N1-057-08-5 Item 1710-10b
1710-10c	Outputs	GRS 20, Item 6
1710-10d	System Documentation	GRS 20, Item 11a(1)
1710-10e	Backup Media	GRS 20, Item 8b
1710-11	The National Atlas of America®	
1710-11a	Inputs	GRS 20, Item 2d
1710-11b	Data Contained / Master File	N1-057-08-5 Item 1710-11b
1710-11c	Outputs	
1710-11c(1)	Raw Data	GRS 20, Item 5
1710-11c(2)	Map Products (Printable and Dynamic Maps)	N1-057-08-5 Item 1710-11c(2)
1710-11d	System Documentation	GRS 20, Item 11a(2)
1710-11e	All Other System Documentation that is Not Critical for Servicing and Interpreting the System-Generated Records	GRS 20, Item 11a(1)
1710-11f	Backup Media	GRS 20, Item 8a

1710-11g	Reference Articles	N1-057-08-5 Item 1710-11g
1710-11h	Wall Maps	RCS/Item 1509-02c(1) and N1-57-93-5
1710-12	The National Map (TNM)	
1710-12a	Inputs	GRS 20, Item 2d
1710-12b	Data Contained / Master Data File	
1710-12b(1)	Sharing Archive	N1-057-08-5 Item 1710-12b(1)
1710-12b(2)	Results of the Searches	N1-057-08-5 Item 1710-12b(2)
1710-12c	Outputs	GRS 20, Item 6
1710-12d	System Documentation	GRS 20, Item 11
1710-12e	Backups of Files	GRS 20, Item 8