

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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

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

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
National Archives and Records Service

3 MINOR SUBDIVISION
Office of Federal Records Centers

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

5 TEL EXT
724-1698

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal

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

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

22 items

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

4. Map History Case Files and Source Material.

Map history and chart history case files documenting the chronological events in planning, surveying, field work, and production and revision of specific maps, and files containing or describing the sources of information for specific maps, including map specifications, location diagrams, notes kept by the cartographers when making maps, maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers showing information about the origin and spelling of place names.

Submit SF 115, Request for Records Disposition Authority.

5. Maps on Microfilm.

a. If both original hardcopy maps and microfilm copies exist.

Submit SF 115, Request for Records Disposition Authority.

b. If only the microfilm copies exist.

Dispose of in accordance with instructions for related hardcopy records.

6. Computer Related Maps.

a. One copy of each published, manuscript, or computer produced maps produced by the agency that show such administrative information as the general geographic coverage of a computer system or the geographic location of all input stations used in the system.

Permanent. Offer to NARS within 10 years.

b. Hardcopy maps acquired as sources of data for a computer system.

Submit SF 115, Request for Records Disposition Authority.

c. Computer-plotted maps (hardcopy printouts or microfilm output).

Submit SF 115, Request for Records Disposition Authority.

7. Globes, Terrain Models, and Raised Relief Maps.

Three-dimensional terrain models and raised relief maps (made of plaster, wood, plastic, or other material).

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

ITEM
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c. Prints

(1) Annotated

Submit SF 115, Request for
Records Dispositions Authority

(2) Unannotated

Destroy when no longer needed
for agency use.

17.

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

a. Original or master negative

Submit SF 115, Request for
Records Disposition Authority

b. Prints

(1) Annotated

Submit SF 115, Request for
Records Disposition Authority.

(2) Unannotated

Destroy when no longer needed
for agency use.

18.

Finding Aids.

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

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