

## **Cartographic, Aerial Photographic, Architectural, and Engineering Records**

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

This chapter relates to cartographic records prepared during intermediate stages of publication, unannotated aerial photographic negatives and prints, and architectural and engineering drawings. Cartographic and aerial photographic records created before January 1, 1950, and architectural or engineering drawings created before January 1, 1921, must be brought to the attention of the National Archives and Records Administration (NARA) before applying the disposition instructions in this schedule.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

### **1. Cartographic Records Prepared During Intermediate Stages of Publication.**

Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when no longer needed for revision.

**Disposition Authority:** [GRS 17, Item 1]

**2. Reserved.**

**3. Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency.**

Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or after the structure or object has been retired from service.

**Disposition Authority:** [GRS 17, Item 3]

**4. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.**

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or after the structure or object has been retired from service.

**Disposition Authority:** [GRS 17, Item 4]

**5. Contract Negotiation Drawings.**

Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when the final working/as-built drawings have been produced.

**Disposition Authority:** [GRS 17, Item 5]

**6. Space Assignment Plans.**

Outline floor plans indicating occupancy of a building.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or after the structure or object has been retired from service.

**Disposition Authority:** [GRS 17, Item 6]

**7. Reserved.**

**8. Engineering Drawings of Routine Minor Parts.**

Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or after the structure or object has been retired from service.

**Disposition Authority:** [GRS 17, Item 8]

**9. Drawings Reflecting Minor Modifications.**

Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or after the structure or object has been retired from service.

**Disposition Authority:** [GRS 17, Item 9]

**10. Paint Plans and Samples.**

See note after this item.

Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings.

**Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or after the structure or object has been retired from service.

**Disposition Authority:** [GRS 17, Item 10]

[NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]