

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-057-81-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/12/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 was superseded by N1-057-93-005, item 1500-01 a

Item 2 was superseded by N1-057-93-005, item 1500-02

Item 3 disposal at the agency is assumed

Item 4 was superseded by N1-057-93-005, item 1506-01

Item 5 was not picked up in N1-057-93-005; presumably the system was no longer in use at that time

Item 6 was superseded by N1-057-93-005, item 1509-01

Item 6a was superseded by N1-057-93-005, item 1509-01a

Item 6b was superseded by N1-057-93-005, item 1509-01b

Item 7a1 was superseded by N1-057-93-005, item 1508-01a1

Item 7a2 was superseded by N1-057-93-005, item 1508-01a2

Item 7b was superseded by N1-057-93-005, item 1508-01b

Item 8a1 was superseded by N1-057-93-005, item 1509-02a1

Item 8a2a was superseded by N1-057-93-005, item 1509-02a2a

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Item 8a2bi was superseded by N1-057-93-005, item 1509-02a2bi

Item 8a2bii was superseded by N1-057-93-005, item 1509-02a2bii

Item 8a3a was superseded by N1-057-93-005, items 1505-03a and 1509-02c1

Item 8a3b was superseded by N1-057-93-005, items 1505-03b and 1509-02c2

Item 8a4 was superseded by N1-057-93-005, item 1509-02d

Item 8b1 was superseded by N1-057-93-005, item 1509-03b1

Item 8b2 was superseded by N1-057-93-005, item 1509-03b2

Item 9 was repeated as N1-057-93-005 item 1500-03, proposed as permanent but returned to temporary status per the appraisal memo. It was ultimately folded into N1-057-05-002, items 1500d1 and 1500d2, without NARA objection and without reference to NC1-057-81-01.

Item 10a1 was superseded by N1-057-93-005, item 1506-02a

Item 10a2 was superseded by N1-057-93-005, item 1506-02b

Item 11 was superseded by N1-057-93-005, item 1506-03

Item 12 was superseded by N1-057-93-005, item 1508-02

Item 13a was superseded by N1-057-93-005, item 1502-02a

Item 13b was superseded by N1-057-93-005, item 1502-02b

Item 14 was superseded by N1-057-93-005, item 1509-04

Item 16 was superseded by N1-057-93-005, item 1509-08

Item 17a was superseded by N1-057-93-005, item 1506-04a

Item 17b was superseded by N1-057-93-005, item 1506-04b

Item 17c was superseded by N1-057-93-005, item 1506-04c

Item 18 was superseded by N1-057-93-005, item 1511-01

Item 19 was superseded by N1-057-93-005, item 1509-05

Item 22a was superseded by N1-057-93-005, item 1506-05a

Item 22b was superseded by N1-057-93-005, item 1506-05b

Item 24a was dropped in favor of N1-057-93-005 item 1509-06a

Item 24b was superseded by N1-057-93-005, item 1509-06b

Item 24c was superseded by N1-057-93-005, item 1509-06c

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Item 25a was superseded by NC1-057-84-03

Item 25b was superseded by N1-057-93-005, item 1500-25b

Item 25c was superseded by N1-057-93-005, item 1502-05

Item 25d was superseded by N1-057-93-005, item 1502-06

Item 25e1a was superseded by N1-057-93-005, item 1502-07b

Item 25h1 was superseded by N1-057-93-005, item 1507-07a

Item 25h2 was superseded by N1-057-93-005, item 1507-07b

Item 25j1 was superseded by N1-057-93-005, item 1507-08a

Item 25j2 was superseded by N1-057-93-005, item 1507-08b

Item 25j3 was superseded by N1-057-93-005, item 1507-08c

Item 27a1 was superseded by NC1-057-83-01, item 27a1

Item 27a2 was superseded by NC1-057-83-01, item 27a2

Item 27b1a was superseded by NC1-057-83-01, items 27b1a, 27b1b, and 27b2

Item 30 was superseded by N1-057-93-005, item 1507-07c

Item 31 was superseded by N1-057-93-005, item 1507-03

Item 32a was superseded by N1-057-93-005, item 1507-04a

Item 32b was superseded by N1-057-93-005, item 1507-04b

Item 33a was superseded by N1-057-93-005, item 1505a

Item 33b was superseded by N1-057-93-005, item 1505b

Item 34a was superseded by N1-057-93-005, item 1505-02

Item 34c was superseded by N1-057-93-005, item 1505-04

Item 35 was superseded by N1-057-93-005, item 1502-10

Item 36 was superseded by N1-057-93-005, item 1510-05

Item 37a was superseded by N1-057-93-005, item 1511-02a

Item 37b was superseded by N1-057-93-005, item 1511-02b

Item 37a was superseded by N1-057-93-005, item 1511-02a

Item 37b was superseded by N1-057-93-005, item 1511-02b

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Item 38 was superseded by N1-057-93-005, item 1508-03

Item 40a was superseded by N1-057-93-005, item 1511-03a

Item 40b was superseded by N1-057-93-005, item 1511-03b

Item 41a was superseded by N1-057-93-004, items 1 and N1-057-93-005, item 1511-04a

Item 41b was superseded by N1-057-93-005, item 1511-04b

Item 37b was superseded by N1-057-93-005, item 1511-02b

Item 42a1 was superseded by N1-057-93-005, item 1506a1

Item 42a2 was superseded by N1-057-93-005, item 1506a2

Item 42b1 was superseded by N1-057-93-005, item 1506b1

Item 42b2 was superseded by N1-057-93-005, item 1506b2

Item 44 was superseded by N1-057-93-005, item 1509-07

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As of 10/12/2022

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NCO 12 Jun 81 19

LEAVE BLANK	
JOB NO	NC1-57-81-1
DATE RECEIVED	June 1, 1981
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	
9-8-81 Date	<i>Edward Ullendor</i> Acting Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	
1 FROM (AGENCY OR ESTABLISHMENT) Department of the Interior	
2 MAJOR SUBDIVISION U.S. Geological Survey	
3 MINOR SUBDIVISION National Mapping Division	
4 NAME OF PERSON WITH WHOM TO CONFER Geraldine A. Wilson	5. TEL EXT 860-7211

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 28 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 5/26/81	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Geraldine A. Wilson</i>	E TITLE Paperwork Management Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>This SF-115 provides disposition instructions for all cartographic records currently created by the National Mapping Division of the U.S. Geological Survey. Any cartographic record series created subsequent to, and/or not disposable by this schedule, will be covered by supplementary records disposition authority to be obtained from NARS. <i>Items of II-NNA-1077 + II-NNA-1078 superseded by this job are shown in Column 9.</i></p> <p><u>Aerial Photography Contract Card File</u></p> <p>A complete card index to all aerial photography procured by the National Mapping Division. The file, arranged by project symbol, is a visible history and source of all aerial photography procured and available. It contains information on project activity, costs, allotment of funds, contract and related technical data from the time the contract was signed to completion. <i>•45 cu yds at present; .01 cu yards (3 file drawers) per year.</i></p> <p>PERMANENT. Offer to NARS with related aerial photography.</p>		

For all items listed herein where microfilm will replace paper records, this certifies that the records described in this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to standards of 101-11.507 and 101-11.508. First inspection shall be 2 years after this schedule is approved.

115-107

Closed Out: 9-16-81: K.T.D.

copies to NNR, NNB, NNTS, NNF, INC, ZNC, 3FN-P, 4NC, 5NC-C, 7NC, 8NC, 9NC-S, 9NC-L, 10 NC, NCW 9/18/81, 5NC-D, 6NC-K,

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
✓ 2	<p><u>Aerial Photography Contract Folder File</u></p> <p>A folder on each aerial photography project containing copies of the contract, the design layout, correspondence, progress reports and related information about the job.</p> <p>Destroy folder and contents in agency when no longer needed for reference.</p>		
✓ 3	<p><u>GS Project Photoindex and Roll Film Card File</u></p> <p>A dual index card file stored in the National Cartographic Information Center (NCIC) containing locator control and the subsequent roll film movement of aerial photography negatives procured by the USGS. Basic information is now in the Main Image File of Earth Resources Observation System (EROS) Data Center; however, it is largely unchecked against the card file. Future data to be added to Main Image File at EROS Data Center.</p> <p>Destroy card file references when information entered into Main Image File at EROS Data Center, and checked for completeness and accuracy.</p>		
✓ 4	<p><u>High Altitude Photography Index Map</u></p> <p>An index map of the US showing the location of all USGS high altitude (36,000 feet or more above ground level) photography. The map is primarily used for planning and scheduling. The master is a US base map on which high altitude photo projects are plotted. It is updated by simply adding the projects that have been flown since the last updating. Nothing is ever removed or deleted from the base. This is a product of HQ, Branch of Contract Management. <i>present vol = 2 sheets film 2 3/4' x 4' @ 1:5,000,000 scale increase: none, additions made to the 2 sheets</i></p> <p>PERMANENT--Offer to NARS when no longer required by agency.</p>		
✓ 5	<p><u>Aerial Photography Summary Record System (TAG) Graphic Strip Coverage Maps and Map Catalogs</u></p> <p>A computer system used in the NCIC for quickly collecting and disseminating information about available and planned aerial photography. Output is in text, graphics and microfiche. System continually added to and updated.</p> <p>Destroy machine-readable records, catalogs and maps in agency when superseded.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
/6	<p><u>Inventory of Cartographic Data Bases--Microfiche and Computer Files</u></p> <p>Machine-readable records and computer listings principally managed by NCIC of cartographic data held by USGS and other agencies. The output is on microfiche of such files as T-70 published maps. APSRS aerial photography, and MSIS map separates. Active files that are continually maintained and updated.</p> <p>A. Original machine-readable records--Destroy in agency when no longer needed for reference.</p> <p>B. Microfiche PERMANENT--NCIC-H transfer one set to NARS when superseded. Present volume: .05 cu yds in 8' x 4" x 6" microfiche, including spacers <i>Increase: gradual as more data base systems are added.</i></p>		
/7	<p><u>NCIC Orders and Correspondence Files</u></p> <p>Folders which may contain such items as written correspondence or memoranda of telephone calls concerning inquiries and research of cartographic data, and copy of accounts and orders in the INORAC automated system.</p> <p>A. HA - all correspondence microfilmed.</p> <p>1) Hardcopy--Destroy 6 months after becoming inactive.</p> <p>2) Film--Destroy 3 years after becoming inactive.</p> <p>B. Mapping Centers - no microfilming capability-- Destroy 2 years after becoming inactive. When film becomes available, use instruction above.</p>	INNA- 1078 7	
8	<p><u>Reference Map Files</u></p> <p>A. USGS Publications</p> <p>1) Current Files Destroy in agency when no longer needed for reference.</p> <p>2) Historical File - National Mapping Division File maintained in Branch of Geographic Names</p> <p>a) Paper records PERMANENT--Film in accordance with FPMR 101-11.5. Offer to NARS when no longer needed for reference. Present vol 28.25 cu yds in <i>files 2 1/2' x 2 1/2' x 6 1/2' & 2 5-drawer files of larger maps 3' x 4' x 3'</i> <i>Increase! 4500 to 5000 individual sheets per yr.</i></p>	IINNA- 1077 ✓ #57	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>b) Microfilm--Needed for reference.</p> <p>(1) Record copy (silver) and 1 backup copy (silver or diazo)--PERMANENT. Offer to NARS upon filming and verification of film quality. <i>Present vol: 330 rolls of 35 mm</i> <i>increase: ca. 50 rolls per year</i></p> <p>(2) All other copies--Destroy in agency when no longer needed for reference, or transfer to USGS Library.</p>		
	<p>3) Published or Processed Record Set, All Maps-- Includes orthophotomaps and experimental maps.</p> <p>a) Record copy - PERMANENT. Break file annually. Offer to NARS upon file break. <i>Increase: ca. 4500 to 5000 per year</i></p> <p>b) All other copies--Provide NCIC with copies missing from National Mapping Division File. When no longer needed for reference, offer to USGS Library or other similar organizations.</p>	IINNA-1077 ✓ #57	
	<p>4) Index Maps and Catalogs of Published Maps (Sales Indexes). A layout for each map series of the individual quadrangles or mapped areas on a U.S. or State base map to show the location and name for each published map. Additional information such as mapping and revision dates, special treatment and studies, and ordering information is contained on this index or companion catalogs or forms. One copy is maintained as a complementary information source to the Official Historical Map Files. <i>Increase, (historic file) - .4 cu ft/yr</i> <i>(current file) - 50 indexes with 20 revised each yr.</i></p> <p>PERMANENT. Transfer to NARS with related maps. (NARS is to be placed on automatic distribution.)</p>		
	<p>B. Non-USGS Publications--Includes collections of a wide variety of published maps and related cartographic items such as atlases and printed materials from outside agencies and non-Government sources. Files of this type are maintained by the Domestic Names Committee of the Board of Geographic Names in their Domestic Names File, the NCIC, and other individual units with smaller files. They are used as source material for name research, map preparation, and other uses.</p>	IINNA-1077 ✓ #67 & IINNA-1078 ✓ #39	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1) Domestic Geographic Names Map File</p> <p>PERMANENT. Offer to NARS when no longer needed for research. <i>Present vol. 133 cu yds in standard map files Increase negligible per year</i></p> <p>2) Other Records</p> <p>Destroy in agency when no longer needed for research.</p> <p>3) Geographic Names Information System -- Machine-readable records which assign locational values to the geographic names of the 50 states for the purpose of standardization -- Destroy in agency when superseded.</p> <p>✓ 9 <u>Camera Calibration Data Bank</u></p> <p>An open file containing calibration parameters on mapping cameras that have been checked in the USGS laboratory.</p> <p>Destroy in agency when no longer needed for administrative purposes.</p>		
10	<p><u>Status and Progress of Topographic Mapping</u></p> <p>A. Status of Topographic Mapping--A computer base map (approximately 1:5,000,000 scale) of the US prepared annually to show with color the present coverage by 7 1/2 and 15 minute series quadrangle maps, and by symbol the type and progress of current mapping.</p> <p>1) Record copy--PERMANENT. Break file every 10 years. Offer 10-year block to NARS 10 years after cutoff. <i>Present vol; ca 35 sheets 34" x 48" Increase: 1 per year</i></p> <p>2) All other copies--Destroy when 10 years old.</p> <p>3) Machine-readable records--Destroy in agency when superseded.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>B. <u>Status of Orthophotoquad Mapping</u>--A computer base map (approx. 1:5,000,000 scale) of the US that shows by symbols the status and progress of 7 1/2 minute orthophotoquad mapping. The accumulative information is updated annually.</p> <p>1) Record copy--PERMANENT. Break file every 10 years. Offer 10-year blocks to NARS 10 years after cutoff. <i>Present vol's ca. 5 sheets 34" x 48"</i> <i>Increase: 1 per year</i></p> <p>2) All other copies--Destroy when 10 years old.</p> <p>3) Machine-readable records--Destroy in agency when superseded.</p>		
✓	<p>C. <u>Status of Intermediate Scale Mapping</u>--A base map of the US prepared semi-annually showing status and progress by color and symbol of intermediate-scale mapping, both county and quadrangle.</p> <p>1) Record copy--PERMANENT. Break file every 10 years. Offer 10-year blocks to NARS 10 years after cutoff. <i>Present vol's ca. 5 sheets 34" x 48"</i> <i>Increase: 1 per year</i></p> <p>2) All other copies--Destroy when 10 years old.</p> <p>3) Machine-readable records--Destroy in agency when superseded.</p>		
✓ 11	<p><u>State Planning Map</u></p> <p>An annotated State base map to show work accomplished by work phases through publication of the mapping program of the USGS. Consolidated information from the mapping centers is kept currently posted. The master is a film positive copy that is updated by filling in a symbol. When the map is published the symbol is erased and the map name added.</p> <p>Destroy in agency when no longer needed for administrative purposes.</p>	IINNA-1077 ✓ #28	
12	<p><u>Stock Listing Card</u></p> <p>A headquarters record for low distribution stock of a map, with a recommendation from Printing and Distribution Center to Office of Program Management to (1) reprint, along with the number of copies, or (2) abandon the map. Maps being stocklisted may remain in the operating program for 4 or more years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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✓	<p>Destroy when 5 years old, or when the quadrangles marked as abandoned are listed in a computer file, whichever is later.</p>		
✓13	<p><u>Slope Map File</u></p> <p>Photomechanically-produced film materials containing imagery of prescribed percent slope zones for selected quadrangles. Mapping projects are done on an individual repay basis, or as part of the USGS program such as co-op or experimental work.</p> <p>A. Repay--property of customer. USGS maintains file of availability, duplicates only with permission.</p> <p>B. USGS Program--Destroy in agency when no longer needed for administrative purposes.</p>		
✓14	<p><u>RT-C Historical Record Card File</u></p> <p>A card file listing the dates of reproduction phases, the processes in development of the map, and the number of copies per printing for the individual quadrangle and State indexes. Some of the cards contain the names of field specialists. Part of this information is now in the T-70x computer file. All of this information will be placed in a computer file.</p> <p>Destroy cards as information is transferred to the computer or on microfilm.</p>		
✓15	<p><u>Master Index of Quadrangle Names</u></p> <p>A layout of each State Base of all quadrangles showing a name for each published quadrangle. As new maps are published for an unmapped area the map name and date are added to the blank quadrangle space on the base. For a revised quadrangle an additional date is added to the space.</p> <p>Destroy in agency when no longer needed for administrative purposes.</p>	IINNA-1077 ✓ #62	
✓16	<p><u>Quadrangle Name Changes Card File</u></p> <p>A 3 x 5 inch card file arranged in alphabetical order by State when within a State by name of the quadrangle. The card lists the new name and former name with back-</p>	IINNA-✓1077 #60 &	

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	<p>ground on the change. File continuously updated or added to as new maps receive their published name (in place of an administrative name), or when there is an official change in the published name. There are no present plans to microfilm this film; however, it may eventually be computerized.</p> <p>Destroy in agency when no longer needed for reference.</p>	#61	
17	<p><u>A-16 Graphics (Coordination of Surveying and Mapping Activities)</u></p> <p>Graphics showing the mapping requirements received annually from other Federal Agencies, Bureaus of the Department of Interior, and Divisions within the Geological Survey. These are largely acetate transparencies, a quadrangle map base on which mapping priorities are shown by color coding for graphical computer printout.</p> <p>A. Destroy the base maps when 5 years old.</p> <p>B. Destroy copies of the computer graphics when 10 years old.</p>	IINNA-1077 ✓ #63	
✓ 18	<p><u>C. <i>Destroy related machine-readable records in agency when no longer needed.</i></u> <u>Scientific Committee on Antarctica Research Files</u></p> <p>An open file maintained by the U.S. Geological Survey as the United States Representative to SCAR. The active file contains aerial photographic film negatives, reference positives and maps obtained and/or compiled by the U.S. and other countries signatory to the Antarctic Treaty and belonging to SCAR.</p> <p>The yearly accumulation of aerial film varies but is about 12 rolls of tricamera negatives at 250 frames per roll. The yearly accumulation of maps varies. There are no file breaks. The holdings in the file are open, i.e., any qualified (by NSF) Antarctic researcher, domestic and foreign, is permitted access. Many studies are related to recording temporal change (ice movement, fauna, etc.) as so that none of the holdings are considered inactive. Present vol: 900 sq. ft. of floor space filled with map files <i>Increase: ca 12 rolls of negative aerial film + small number of maps per year</i></p> <p>PERMANENT—Offer to NARS when no longer needed in agency.</p>	when	

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✓ 19	<p><u>Master Road Plans</u></p> <p>Copies of 1:250,000-scale quadrangles containing delineation of primary roads. These files are frequently updated for current project reference.</p> <p>Destroy in agency when superseded or no longer needed for reference.</p>		
✓ 20	<p><u>Employees' and Field Cartographers' Operational Reports</u></p> <p>A bi-weekly pay period work progress report that lists the individual time for production phases. These are the basic records used in compiling the cost data for each quadrangle.</p> <p>Destroy 1 year after close of FY.</p>	IINNA-1078 ✓ #6	
✓ 21	<p><u>Project Data Card or Master Locator File</u></p> <p>A mapping center card file that shows the progress of the mapping project through the different work phases, and/or the location of the map materials.</p> <p>Destroy 10 years after publication of map.</p>		
✓ 22	<p><u>State Project and Progress Maps</u></p> <p>A. Progress Map: A base map, usually film, showing the status of new and revision mapping for each 7.5-minute quadrangle within a State. It is continuously updated by erasures and additions. The base is replaced only upon deterioration.</p> <p>Destroy in agency when base is replaced.</p> <p>B. Photography Progress Map: A base map, usually film, showing the current status of aerial photography for each 7.5-minute quadrangle within a State. The base is continuously updated by additions until it becomes filled with information; then new base is made. The old base is filed for a used aid in identifying and locating previous photographic projects.</p> <p>Destroy in agency when superseded or no longer needed.</p>	IINNA-1078 ✓ #11a ✓ & IINNA-1077 ✓ #31a IINNA-1078 ✓ #11c ✓ & IINNA-1077 ✓ #31c	

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✓ 23	<p><u>Schedule and Program for Topographic or Other Mapping by the Mapping Center - Wallboard</u></p> <p>A display of the individual projects arranged alphabetically by State and then within the State, showing the work completed and scheduled for individual phases. Photographic copies are made by use by the concerned operating units.</p> <p>A. Wallboard--Destroy in agency when no longer needed for administrative purposes.</p> <p>B. Photographic copies--Destroy in agency when superseded.</p>	IINNA-1078 #13 ✓	
✓ 24	<p><u>Map Jacket and Materials Locator and Accession Files</u></p> <p>A. Map Jacket Locator File--A manual file in alphabetical order of all published maps; each listed on a card containing the corresponding record center identification number for the map jacket. The cards also contain some inventory information about the contents of the boxes.</p> <p>Destroy card file upon computerization of file or microfilming of file.</p> <p>B. FRC Accession Files--Listing of storage locations for materials at the Federal Record Centers and records of accessions and returns.</p> <p>Destroy in agency when no longer needed for research.</p> <p>C. Map Separates Information System (ADP)--Machine-readable records that provide a listing of materials contained in each map jacket--Destroy in agency when superseded.</p>		
25	<p><u>Map Jackets or Boxes</u></p> <p>Map jackets are cardboard or plastic boxes, tubes, envelopes, or red rope jackets, appropriately labelled, to which are added during the evolution of the map, certain prescribed records, separates, and other materials, for the preparation of the individual line or photo base map. At the present time there are about 50,000 of these National Mapping Division Map Jackets--most are not inventoried--under the control of the Mapping Centers.</p>	IINNA-1078 #34 & IINNA-1077 #54 ✓	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p><i>permanent</i> Vol. for All map-jacket components</p> <p>Present Volume of over 50,000 Containers with 10,000 - 15,000 in each of the 4 mapping centers.</p> <p>The standard container is a 31" x 24" x 1" carton. Estimated vol. to NARS first year is ca. 8 cu yds. if shipped in present containers, <u>increase</u> of ca. 3 cu. yds. (includes containers) per year or 200 jackets; may eventually go to 200 cu yds. or 1200 jackets per year.</p>	<p>The National Mapping Division will review annually the computer control list of map jackets (or other indexes) to determine which quadrangles have been abandoned or are no longer being printed and therefore can be offered to NARS, according to detailed instructions below. Included under these instructions are the 7.5-minute and all other series made from original manuscripts. [please continue onto following pages]</p> <p>The components of the map jackets, with related dispositions, are as follows:</p> <p>A. Original Manuscript Drawings</p> <p>The original hand drawing from field or photogrammetric observations and measurements under precise controls on paper, metal-mounted boards, (ca. 1930-55), mylar mounts (ca. 1955-80), or other stable-base materials at various scales. Included are field completion boards and revision boards updating previously printed maps. All contain unique data of original compilation, part of which may not appear on the published map. For aerial photographs, see G-1.</p> <p>PERMANENT--(Offer to NARS ^{with all other permanent} when no longer needed in agency ^{components when map series or individual map is abandoned or no longer published.})</p> <p>B. Quadrangle Report</p> <p>A file folder documenting the chronological events or phases in the production and revision of the individual map, and which may include comments and notes by the cartographic specialists, place name information, correspondence and memoranda, and basic control lists for the map. It provides a history and source of information on each map.</p> <p>PERMANENT--Offer to NARS with all other permanent components when map series or individual map is abandoned or no longer published.</p> <p>C. Map Correction File</p> <p>A collection of published U.S. Geological Survey quadrangles or other maps, which have been annotated</p> <p>[go on to p. 12]</p>	<p>IINNA-1078 #28, ✓ #29 & ✓ IINNA-1077 #48, ✓ #49 ✓</p> <p>IINNA-1078 #9 ✓ & IINNA-1077 ✓ #32</p> <p>IINNA-1077 #59 ✓</p>	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
24	<p><u>Map Jacket and Material's Locator and Accession Files</u></p> <p>A. Map Jacket Locator File--A manual file in alphabetical order of all published maps; each listed on a card containing the corresponding record center identification number for the map jacket. The cards also contain some inventory information about the contents of the boxes.</p> <p>Destroy card file upon computerization of file or microfilming of file.</p> <p>B. FRC Accession Files--Listing of storage locations for materials at the Federal Record Centers and records of accessions and returns.</p> <p>Destroy in agency when no longer needed for research.</p> <p>C. Map Separates Information System--machine-readable records that provide a listing of materials contained in each map jacket.</p> <p>Destroy in agency when superseded.</p>		
25	<p><u>Map Jackets of Boxes</u></p> <p>Map jackets are cardboard or plastic boxes, tubes, envelopes, or red rope jackets, appropriately labelled, to which are added during the evolution of the map, certain prescribed records, separates, and other materials, for the preparation of the individual line or photo base map. At the present time there are about 50,000 of these Topographic Division Map Jackets--most are ^{not} inventoried--under the control of the Mapping Centers.</p> <p>The Topographic Division will review annually the computer control list of map jackets (or other indexes) to determine which quadrangles have been abandoned or are no longer being printed and therefore can be offered to NARS, according to detailed instructions below.</p> <p>[Continued from p. 11]</p> <p>For the quadrangle jackets on the following list: as these become abandoned or are no longer printed, offer these to NARS* IN THEIR ENTIRETY (that is, offer original manuscript drawings, quadrangle report, map correction file, advance composite of map compilation, information oversheet and related source materials, color separation plates, aerial photographic prints, secondary control and field notebooks, specification sheet, and control lists) as a one-time sample of a complete map jacket showing the cartographic techniques of the agency. FOR ALL OTHER QUADRANGLES, use disposition instructions given in Parts A through K below.</p> <p>* Washington, D.C., office</p>	<p>II-NNA-1078, #34</p> <p>II-NNA-1077, #54</p>	

NAR 11/5/79

This list represents a wide range of terrain mapped by the agency at different time periods. Quadrangles were selected geographically at various 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).

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
Blanford	Connecticut	1:24,000	1944
Boardman Creek	Idaho	1:24,000	1970
Boulogne	Florida & Georgia	1:62,500	1917
Bright Angel	Arizona	1:45,000	1903
Brooklyn	New York	1:62,500	1888
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	?	1927
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
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
Katahdin	Maine	1:48,000	1927
Kilauea	Hawaii	?	1912
Larimore	North Dakota	1:48,000	1934
Mt. Katmai	Alaska	1:63,360 (?)	1951
Mt. McKinley	Alaska	1:63,360 (?)	1898
Mt. Vernon	VA. & 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
Saddleback Hills	Wyoming	1:48,000	1914
St. Louis (West)	MO. & 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
<i>Bernal Canyon</i>	<i>Arizona</i>	<i>1:48,000</i>	<i>1923</i>
<i>Brooklyn</i>	<i>NY</i>	<i>1:24,000</i>	<i>1956</i>

Swayback Mountain	Texas	1:24,000	1972
Tanacross	Arkansas	1:63,360 (?)	1907
Taylor	Texas	1:126,730	1885
The Dells	Wisconsin	1:62,500	1899
Twin Grove	Texas	1:24,000	1972
Whittier	California	1:24,000	1949
Williams Port	Pennsylvania	1:48,000	1921
Wind Gap	Pennsylvania	?	1914
Yorktown	Virginia	1:48,000	1904-05
<i>Wingate, N M</i>	<i>New Mexico</i>		<i>1882</i>
<i>Canon de Chelly</i>			<i>1885</i>

Same Quadrangles Arranged by State

Alabama

Epes

1:48,000 1929

Alaska

Mt. Katmai

1:63,360 (?) 1951

Mt. McKinley

1:63,360 (?),? 1898

Tanacross

1:63,360 (?) 1907

Arizona

Bright Angel

1:45,000 1903

Casa Grande

1:48,000 1921-22

Gila Butte

1:45,000 1903

California

Alturas

1:15,840 1885 (approx.)

Furnace Creek

1:253,440 1906

Shasta

1:125,000 1883-85

Whittier

1:24,000 1949

Colorado

Climax Mining District

1927

Connecticut

Blanford

1:24,000 1944

New Haven

1:45,000 1889-90

Florida

Boulogne (also Georgia)

1:62,500 1917

Sanford

1:24,000 1965

Georgia

Boulogne (also Florida)

1:62,500 1917

Guam

Agana	1:24,000	1968
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Hawaii

Kilauea	?	1912
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Idaho

Boardman Creek	1:24,000	1970
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Illinois

St. Louis (West) also Mo.	1:48,000	1888
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Louisiana

Campti	1:24,000	1944
Empire	1:62,500	1891
New Orleans (East)	1:24,000	1934-35

Maine

Great Pond	1:48,000	1928
Katahdin	1:48,000	1927

Maryland

Annapolis	1:62,000	1891
Mt. Vernon (also Virginia)	1:125,000	1885-88

Massachusetts

Provincetown	1:30,000	1887
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Missouri

St. Louis (West) (also Illinois)	1:48,000	1888
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New Mexico

Ship Rock	1:48,000	1933
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New York

Brooklyn	1:62,500	1888
Schroon Lake	1:62,500	1895

New Mexico

Ship Rock	1:48,000	1933
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North Dakota		
Larimore	1:48,000	1934
Ohio		
Shaker Heights	1:24,000	1953
Oklahoma		
Antelope Hills	1:24,000	1966
Oregon		
Hecata Head	1:62,500	1918
Pennsylvania		
Williams Port	1:48,000	1921
Wind Gap	?	1914
South Carolina		
Myrtle Beach	1:48,000	1936
Texas		
Swayback Mountain	1:24,000	1972
Taylor	1:126,730	1885
Twin Grove	1:24,000	1972
Utah		
Abajo	1:125,000	1884
Flat Rock Mesa	1:24,000	1966
Virginia		
Mt. Vernon (also Maryland)	1:125,000	1885-88
Yorktown	1:48,000	1904-05
Washington		
Glacier Peak	1:125,000	1897
West Virginia		
Charleston (West)	1:24,000	1958
Wisconsin		
Fond du Lac	1:48,000	1908
The Dells	1:62,500	1899

Wyoming

Saddleback Hills
Shoshone

1:48,000
1:62,500

1914
1884

[Return to p. 11]

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>with information, including boundaries and place names, for corrections, deletions and additions for use in the preparation of a new edition. Often a single map base with pertinent correspondence or notes attached. This information is used at a later date for reference on the reason for making the map change.</p> <p>Destroy in agency when no longer needed for reference. Do not transfer to NARS.</p> <p>D. Advance Composites of Map Compilation, Film</p> <p>These are film positive composites of intermediate stages during compilation. Film or paper copies are used in lieu of the published map by government and public. May contain some information not shown on the final published map.</p> <p>Destroy in agency when no longer needed for reference. Do not transfer to NARS.</p> <p>E. Information Oversheets and Related Source Materials</p> <p>1) Base Map Oversheets--Base from advance composite, published map or other map annotated to show selected field information or editorial changes such as road classification, drainage, names and information.</p> <p>a) Name and Information Sheet shows place names and general field information on boundaries and other map features.</p> <p>PERMANENT--Offer to NARS with all other permanent components when map series or individual map is abandoned or no longer published.</p> <p>b) All other sheets.</p> <p>Destroy in agency when no longer needed for reference. Do not transfer to NARS.</p> <p>2) Miscellaneous Source Materials--Annotated and non-annotated maps and charts from other agencies</p>	<p>IINNA-1077 #52a ✓</p> <p>IINNA-1078 #31 ✓</p>	

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 21 13
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>or commercial, printed brochures, pamphlets, and clippings or other materials accumulated during field and office compilation. Includes such items as BLM (GLO) plats, city and county maps, and highway location plans.</p> <p>PERMANENT--Offer pertinent source information used in compilation to NARS with all other permanent components when map is abandoned or no longer published.</p> <p>F. Color Separation Plates, Guides to the Engraver, and Combined Negative Plates</p> <p>Includes color separation plates and boards, which are feature negative scribed on stable-base film or inked on a metal-mounted board of a single color to serve as guides to the engraver (prior to 1950); and combined negative plates, which are composites of color separate plates or boards from which derived single color press plates for publishing the map.</p> <p>Destroy in agency as superseded or no longer needed for reference. Do not transfer to NARS.</p> <p>G. Aerial Photography Prints, Annotated</p> <p>1) Low altitude (under 36,000 ft.) mapping photography including field classification, identification, supplemental control, basic control, and some aerotriangulation--projects relatively small area coverage; photography can be broken down into individual quadrangles.</p> <p>a) After ca. 1970, when aerial photography substitutes for original manuscript drawing (advance field completion.)</p> <p>PERMANENT--Offer to NARS with all other permanent components when map series is no longer published or is abandoned.</p> <p>b) Before ca. 1970, when original manuscript drawing exists.</p> <p>Destroy in agency when superseded by new control photography. Do not transfer to NARS.</p>	<p>IINNA-1077 #53 ✓ & IINNA-1078 #33 ✓</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>2) High altitude including quad-centered. Includes aerotriangulation and inspection photography. Projects relatively large area coverage.</p> <p>Destroy in agency when superseded by new control photography. Do not transfer to NARS.</p> <p>H. Secondary Control and Field Notebooks</p> <p>1) Supplemental (Vertical) Control Books--A field cartographer's record of traversing for the purpose of obtaining elevations of selected aerial photographic image points to be used in the precise leveling of stereoscopic mapping instruments. Essentially 4th order vertical control by planetable traversing with the field elevations plotted on aerial photography.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>2) All other field notebooks, including Beaman Alidade used on an individual field project-- These are notebooks in which specialists assigned to make surveys have recorded their initial observations, measurements, calculation, and other technical data. The survey is largely run over non-permanent objects; therefore, retracements could not be made.</p> <p>Destroy when information has been transferred to the field manuscript, usually at the completion of the field project, or when no longer needed for reference.</p>	<p>IINNA-1078 #26 ✓ & IINNA-1077 #44 ✓</p> <p>IINNA-1077 #43 ✓</p>	
	<p>I. Specification Sheet for Mapping Projects</p> <p>A single page that contains the specifications necessary to carry out the complete mapping cycle for a particular project. Each of the quadrangles within the project is listed along with information on the photography of all of the operational phases needed to complete the compilation of a map. This sheet provides a brief summary of the production of the map. (Note: This record is normally found in the quadrangle report--see Item B above.)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1) Record copy (mapping center)--</p> <p>PERMANENT--Offer to NARS with all other permanent components when series or individual map is abandoned or no longer published.</p> <p>2) All other copies</p> <p>Destroy in agency when no longer needed for reference.</p> <p>J. Control Lists</p> <p>1) USGS Control Lists--Contain descriptions and the vertical elevation and/or horizontal position of all basic USGS control marks on a 15' quadrangle.</p> <p>Destroy in agency when no longer needed for research and re-mapping, or when information is available from NGSIC. Do not transfer to NARS.</p> <p>2) Other agencies' control lists--Basic control from individual agencies in different formats.</p> <p>Destroy in agency when superseded. Do not transfer to NARS.</p> <p>3) Control Folder--A collection of control lists from USGS, NGS, and other agencies for the individual quadrangles being worked, plus over-edge control. Often filed in quadrangle report.</p> <p>PERMANENT--Offer to NARS with all other permanent components when map series or individual map is abandoned or no longer published.</p>		
26	<p><u>Control Index Maps</u></p> <p>[see following page for Item 25 K]</p> <p>A. 1:500,000 annotated copies of USGS State Base Maps showing lines of vertical control and horizontal positions. No longer produced, but used for reference and planning.</p> <p>Destroy in agency after digitizing.</p> <p>B. 1:250,000 Annotations on a base prepared by National Ocean Survey used in control planning.</p>	<p>IINNA-1078 #27 ✓ & IINNA-1077 #45 ✓</p> <p>IINNA-1077 #46a ✓ & IINNA-1078 #12a ✓</p> <p>IINNA-1077 #46b ✓</p>	

25 K. State Base Map Series

- 1) Original manuscript base map and shaded relief drawings.
PERMANENT. Transfer to NARS (Washington,DC) when no longer needed in agency.

- 2) All other color separation and related sheets--Destroy in agency when no longer needed. Do not transfer to NARS.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p>27</p> <p><i>Present volume: NARS has 35mm film + has received some fiche; all microfiche in future. EMC has almost completed turnover of their copying - 8'x11' fiche file in notebooks. Other mapping centers will have similar sets. MCMC just making plans; RMMCO hoping to start this summer, + WMC has begun their vertical control by contract.</i></p>	<p>Destroy when superseded.</p> <p>C. Other scales no longer produced by USGS, but older copies used for planning.</p> <p>Destroy as soon as newer version is produced by National Ocean Survey.</p> <p><u>Basic Control Field Notebooks</u></p> <p>A notebook 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. Some of these records, maintained since 1882, have been microfilmed, and some of the original notebooks have been destroyed. Remaining books may be microfilmed.</p> <p>A. Microfilm</p> <p>1) Master copy (silver) and 1 reference copy (silver or diazo)--PERMANENT--Offer to NARS immediately upon filming of paper records.</p> <p>2) All other copies--Destroy in agency when no longer needed for reference.</p> <p>B. Paper</p> <p>Destroy when filmed and verified.</p>	<p>& IINNA- 1078 #12b ✓</p> <p>IINNA- 1077 #33, ✓ #35, ✓ #37 & ✓ IINNA- 1078 #16, ✓ #18, ✓ #20</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
28	<p><u>Basic Control Computation Books</u></p> <p>Records of office computations for positions and elevations derived from the basic control field notebooks, including traverse, triangulation, and leveling. Some of these records have been microfilmed. The remaining books will be microfilmed.</p> <p>A. Microfilm</p> <ol style="list-style-type: none"> 1) Master and 1 reference copy--PERMANENT--Offer to NARS immediately upon filming of paper records. 2) All other copies--Destroy in agency when no longer needed for reference. <p>B. Paper records</p> <ol style="list-style-type: none"> 1) If filmed--Destroy when film is verified. 2) If not filmed--Destroy in agency when obsolete or superseded. 	<p>IINNA-1077 #34, ✓ #36, ✓ #38 & ✓ IINNA-1078 #17, ✓ #19, ✓ #21 ✓</p>	
✓29	<p><u>Distance Measuring Fieldbooks and Computations</u></p> <p>These records include the field measurements kept by tape or chairmen and the various forms used with the Electronic Distance Measuring equipment for field measurements.</p> <p>Destroy after transfer of data extracted from them to NOS.</p>	<p>IINNA-1077 #41 ✓ & IINNA-1078 #24 ✓</p>	
✓30	<p><u>Supplemental Field Altimetry Notes and Computations</u></p> <p>Field readings and descriptions of points and the computations of these readings reduced to actual ground elevations.</p> <p>Destroy one year after publication of resultant map.</p>	<p>IINNA-1077 #39, ✓ #40 & ✓ IINNA-1078 #22, ✓ #23 ✓</p>	
✓31	<p><u>Report on Permanent Survey Mark</u></p> <p>A geodetic field report on the current condition and description of a survey mark.</p> <p>Destroy as soon as information is entered into the master control list, or no longer needed for reference.</p>	<p>IINNA-1078 #20 & ✓ IINNA-1077 ✓ #37</p>	

NARS has some 35 mm film copy. EMC has no plans at present to microfiche.

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
✓ 32	<p><u>Bench Mark Reset Letter</u></p> <p>Instructions and form for field personnel to reset or move a bench mark.</p> <p>A. Paper records--Destroy after filming and transfer of data extracted from them to NOS.</p> <p>B. Microfilm--Destroy in agency when no longer needed for reference.</p>		
✓ 33	<p><u>Aerotriangulation File</u></p> <p>Vertical and horizontal coordinate values of passpoints for photogrammetric application in the production of both line maps and orthophotoquads. A computer listing formatted in the Mapping Centers. Retained for use in preparing adjacent maps or new series of maps.</p> <p>A. Computer listing--Destroy in agency when no longer needed for reference.</p> <p>B. Machine-readable records--Destroy in agency when no longer needed for reference.</p>		
34	<p><u>Orthophotographs, Quads and Maps</u></p> <p>The orthophotograph is an aerial photograph, often high altitude, corrected for distortion by photogrammetric methods.</p> <p>A. The orthophotoquad is an orthophotograph in the format and scale of a standard quadrangle with a few enhancing features, usually not carried past the advance copy stage and largely reproduced by diazo copying. The copy is used by government and public as both a supplement and complement to the standard published line map.</p> <p>Retain screened positive for diazo copying at the Mapping Center. Store remaining plates at the Mapping Center Base Map Data Reference Center. Destroy all records in agency when no longer needed.</p> <p>B. Orthophotomap--similar to a standard line quadrangle map in content, with an orthophotographic base in color. FOR DISPOSITION, SEE ITEM 8.A.3.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>C. Non-standard orthoproducts including field sheets-- Destroy in agency when no longer needed for reference.</p>		
35	<p><u>Topographic Quadrangle (TQ) Film</u></p> <p>A positive or negative composite of the individual color plates held by Publications Division as a safety copy and for making reprints.</p> <p>Offer to Mapping Centers for storage in location other than in Map Boxes and, preferably, not at Base Map Data Reference Center. Destroy when replaced with new or revised composites.</p>		
36	<p><u>Domestic Geographic Names Files</u></p> <p>Written data on geographic names which include Board on Geographic Names (BGN) case briefs, records and decisions as well as books and maps. Controversial names reports and decisions make up only a part of the BGN files. These data are used by the Mapping Centers for name information during map compilation as well as by other agencies and the general public for research and map preparation. The files are continuously updated and do not become obsolete.</p>		
✓ 37	<p>Best file every 6 yrs. offer 5 year block to NARS 5 years after cutoff. PERMANENT Permanent—offer to NARS when no longer needed in agency. offer to NARS when no longer needed in agency. Present: ca. 70 cu yds filed in cabinets of various sizes; Increase ca. .4 cu yds/yr.</p> <p><u>Mapping Requirements File</u></p> <p>Written, listing and map index files in the Office of Requirements at HQ and Mapping Centers that contain information on map user requirements and interests. File summaries are made periodically.</p> <p>A. File summaries--PERMANENT. Offer to NARS when no longer needed in agency. Present: .6 cu yds Increase: .25 cu yds/yr. Future: file to be computerized with information probably filmed.</p> <p>B. All other records--Destroy when summary is prepared.</p>		
✓ 38	<p><u>Periodic Mailing Lists</u></p> <p>An NCIC HQ and Mapping Center list of addresses for government and commercial offices and persons who receive indexes and information on USGS cartographic products. Some of these lists are on computer tape or cards; all are continuously updated.</p> <p>Destroy list in agency when superseded.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p>Present vol (EAC) 39 1.4 cu yds of film operation cards in 2 cabinets 2 1/2' x 2 1/2' x 4 1/2' + 2 cabinets 1' x 1 1/2' x 2 1/2' about 60% filled; Est. 150,000 operation cards. Increase: 25,000 cds / yr</p> <p>40</p>	<p><u>Boundary Information File</u></p> <p>Includes written and graphic information concerning civil boundaries and their location for plotting on USGS map. In some cases, this file traces the origin and chain of title or location of a controversial boundary.</p> <p>PERMANENT--Offer to NARS when no longer needed in agency.</p> <p><u>Authorization File</u></p> <p>Records pertaining to authorizations, surveys, project lists, and work schedules concerning mapping projects. Headquarters originates the authorization forms. Duplicate copies are sent to the mapping centers performing the mapping where they are used for specifications and methods and as planning tools.</p> <p>A. Record Copy in Mapping Center--Destroy 10 years after map publication.</p> <p>B. All other copies--Destroy 2 years after map publication.</p>		
<p>41</p>	<p><u>Technical Papers Information File</u></p> <p>A current reference file of technical articles from National Mapping on such subjects as programs, methods, products, equipment, and technical data maintained in the Technical Information Office. These are largely created by Division personnel, with the information distributed within the Division, outside if requested.</p> <p>A. Record Copy--PERMANENT--Offer to NARS when 10 years old or sooner if no longer needed for reference. <i>Present vol. 1 small bookshelf; Increase 1/2 doz. publications / yr.</i></p> <p>B. All other copies--Destroy when no longer needed for reference.</p>		
<p>42</p>	<p><u>Old Geological Survey Levels and Horizontal Controls</u></p> <p>These records are retained primarily on 5 x 8 inch cards, comprising basic control data assembled over many years, bringing together geodetic control data formerly retained in other forms. It is a consolidated file, with cards maintained alphabetically by State and by quadrangle within each State.</p>	<p>IINNA- 1077 #47 ✓</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>A. Microfilm</p> <ol style="list-style-type: none"> 1) Silver original and one duplicate--PERMANENT-- Offer to NARS upon verification of film. 2) All others--Destroy when no longer needed for reference. <p>B. Paper</p> <ol style="list-style-type: none"> 1) If filmed--Destroy upon filming. 2) If not filmed--Destroy when no longer needed for reference. 		
43	<p><u>Digital Terrain Tapes, Digital Elevation Model, and Unified Cartographic Line Graph Encoding System (ADP records)</u></p> <p>Machine-readable records containing digital representa- tions of terrain elevations from different scale sources for use in terrain and land use studies. Includes tapes such as those from Defense Mapping Agency and from the USGS Gestalt Photo Mapper.</p> <p>DISPOSITION NOT AUTHORIZED. Offer to NARS for review 5 years after approval of this schedule.</p>		DISPOSITION NOT AUTHORIZED
44	<p><u>Map and Chart Information System</u></p> <p>Machine-readable records developed to store, retrieve, & display information about domestic maps & charts. Information is gathered both from known digital data banks & from physically handling & encoding selected source material. Data elements include title, scale, area, producer, publication & survey dates, rectangular & irregular geographic area, inset information, grid, contour interval, projection, & microfilm storage location.</p> <p>Destroy in agency when superseded.</p>		

*NARS already
 has most of
 this information?
 included in the
 35 mm reels
 "Microfilm of
 Field Books
 and
 Computations
 1882-1962"*