

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 17**

**Cartographic, Aerial Photographic, Remote Sensing Imagery
and Related Records**

District of Columbia agencies create or receive cartographic, aerial photographic, or remote sensing imagery records in connection with their official activities. Many cartographic records have continuing historical value after they are no longer being used by the agency. Descriptions of both the historically valuable and the disposable records are included in this schedule in order to provide agency records officers and others with guidelines in scheduling, storing, retrieving, and transferring records to the D.C. Archives and Records Center.

Aerial photographic records include all visual images of the surface of the earth, planetary bodies, or atmosphere taken from airborne vehicles for the purpose of evaluating, measuring, or mapping the physical and cultural features of the landscape or sky. Also included as related records are any finding aid, guide, index, chart, or graph necessary for the proper identification and retrieval of these records. While conventional aerial photography from airplanes produces direct film images, other remote sensing imagery includes data from orbiting satellites which requires conversion or alteration of data from digital, electronic, or computerized form to either photographic or videographic images.

Records created prior to January 1, 1921 must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on February 15, 1989. It replaces D.C. Schedule 40, Section 31.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	Manuscript and Annotated Maps. Included are hand-drawn maps in pencil, ink, or colors, done on paper, linen, mylar, or tracing cloth that bear significant manuscript notations, changes, or additions. This series includes maps which are compiled for office or agency administrative use, research, exhibits, or wall displays; map enclosures for reports or correspondence; original topographic or statistical sheets; terrain sketches, surveys, field observations; overlays and proof sheets which result from field checking or verification; and hand-drawn plottings from aerial photos.	Offer to D.C. Archives when no longer needed.
2.	Cartographic Records Prepared During Intermediate Stages of Publication.	

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	Included are scribed plastic or mylar sheets, color separation sheets and composites, proof copies subject to revision, photographic negatives and transparencies, enlargements, reductions, corrections, and all materials which are duplicated by final published versions of the map.	Destroy when no longer needed.
3.	Published Maps.	
	Included is one copy of each published map, photomap, atlas, or portfolio produced by an agency, including all related indexes, legends, finding aids in map or other form.	PERMANENT. Offer to D .C. Archives at time of publication.
4.	Aerial Photography.	
	Included are all vertical and oblique films and prints in black and white, color, color enhanced, and "false color." Also included are all infrared, ultraviolet, video, and multi-band images converted to a film base. Related materials include all photo indexes, mosaics, grids, or coordinate charts used as finding aids.	
	a. Original or master negative film.	PERMANENT. Offer to D.C. Archives when no longer needed.
	b. Annotated copy negatives, inter-negatives, or corrected negatives.	PERMANENT. Offer to D.C. Archives when no longer needed.
	c. Unannotated copy negatives, inter-negatives, or corrected negatives.	Destroy when no longer needed.
5.	Field Notes and Map History Case Files (hard copy or microfilm).	
	Included are map history and chart history case files, survey notes, field notes, daily logs or journals, production and revision notes, and files containing or describing the source of information for specific maps, map specifications, location diagrams, photographs, notes kept by cartographers or surveyors, correspondence, reports, and papers showing information about the origin or spelling used in the map.	PERMANENT. Offer to D.C. Archives when no longer needed, or 10 years after completion of the resulting map, whichever is sooner.
6.	Terrain Models and Raised Relief Models.	
	Three dimensional, reduced scale maps made of plaster, wood, plastic, or other materials.	Submit request for disposition to D.C. Archives.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
7.	<p data-bbox="321 275 618 304">Computer-related Maps.</p> <p data-bbox="321 338 849 520">One copy of each published, manuscript, or computer-produced map produced by an agency that shows such administrative information as general geographic coverage of the computer system, or location of all input stations used in the system.</p>	<p data-bbox="911 338 1427 394">PERMANENT. Offer to D.C. Archives when no longer needed.</p>