

**Schedule 17 - Cartographic, Aerial Photographic, Architectural,
 Engineering, and Cadastral Survey Records**

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Introduction

This schedule incorporates the cartographic, aerial photographic, architectural, and engineering records that are described in General Records Schedule 17 and adds records of a similar nature that are unique to the Bureau of Land Management (BLM).

1. Cartographic Records. These are graphic representations at reduced scale of selected cultural and physical features of the surface of the earth and other planetary bodies. They include maps, charts, photomaps, atlases, cartograms, globes, and relief models. Related records are those records that form an integral part of the map making process, such as field survey notes, geodetic controls, map history case files, source materials, indexes, and findings aids.

2. Remote Sensing Records. Remote sensing technology produces aerial photographs and other forms (e.g., digital) of visual images of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of evaluation, measuring, or mapping the cultural and/or physical features of the landscape. Related tabular and graphic indexes necessary for the proper identification and retrieval of these records are also produced. Conventional aerial photographs taken from aircraft represent direct film images from cameras; other forms of imagery, such as those from satellites, sometimes require a conversion or alteration of sensor data from digital, electronic, or computerized forms to photographic or videographic images.

3. Architectural and Engineering Records. Official record copies of architectural and engineering records are filed in the official project file for the structure being designed and built on public lands. Other copies may be maintained for reference. Typical BLM projects include the design and construction of roads, trails, bridges, buildings, water catchments, fences, and other permanent or long-term structures. Other project files document the design and construction of temporary structures and resource improvements such as discing, chaining, burning, planting, or seeding of public lands.

4. Cadastral Survey Records. The survey records described in this schedule are the hard copy documentation for all types of land surveys (township surveys, dependent and independent surveys, supplemental surveys, agricultural surveys, homestead surveys, mineral surveys, etc.). A cadastral survey is an official survey that creates, marks, defines, retraces or reestablishes the boundaries and subdivisions of the public and federal interest lands. An official survey is one which has the field notes approved, the plat accepted, and the record filed in the proper BLM office.

This schedule 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.

Item	Record Series Description	Disposition Authority
1	CARTOGRAPHIC RECORDS NOT DESCRIBED ELSEWHERE [9160]. Authority: Various; see BLM Manual 9160 for listing. Confidentiality: Non-public record category 3. Location: All. Exclusions: Cartographic records created prior to January 1, 1950, must be offered to NARA before applying the disposition instructions in this schedule.	

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Item	Record Series Description	Disposition Authority
a.	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 plates 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 maps, and similar items whose informational content is duplicated by final published map.	TEMPORARY. Destroy when no longer needed for revision. GRS 17/1.
b.	Map History Case Files and Source Materials. Files that chronologically document the planning, surveying, field work, and production and revision of specific maps and files that contain or describe the sources of information for specific maps, including map specifications, location diagrams, notes kept by the cartographers who made the maps, maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers that show the origin and spelling of place names.	PERMANENT. Cutoff EOFY in which map is completed. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. Ref. NARA Job NC1-49-85-2, 17/4a(1). UNSCHEDULED
c.	Manuscript and Annotated Map Masters. Hand-drawn maps (generally in pencil, ink, or colors on paper or tracing cloth); maps made with adhesive types of shading, symbols, or letter; and maps that bear significant manuscript annotations, changes, or additions. Included are maps that have been compiled in the office for administrative use, for research, or for exhibits and wall displays; original topographic plane table sheets, terrain sketches, and nautical depth-sounding sheets derived from field observations and surveys; final manuscript smooth sheets and fair sheets that show survey results; maps annotated with field survey information; initial hand-drawn photogrammetric stereo plottings from aerial photos; and proof sheets or overlays that bear annotations resulting from field checking or verification of survey data or that are annotated to show the sources of information used on the map.	PERMANENT. Cutoff EOFY in which the map is no longer needed for reproduction or updating. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. UNSCHEDULED
d.	Published Map Masters. Maps, charts, cartograms, and atlases that have been printed, photographed, or reproduced in multiple copies whether for limited or general distribution. These may be in single-sheet or bound-form. Consists of one copy of each published map, atlas, portfolio, and photomap produced by BLM, including edition and variant, and all related indexes (in map or other form). <i>Note: Most, if not all, of BLM's Surface Management Edition (SME) maps and Recreation Maps (RAG), etc. are printed through Denver BLM and on to USGS to be printed. USGS routes a copy of each map to NARA directly from the printer. As long as this is the case, BLM offices do not need to send another copy of these maps to NARA.</i>	PERMANENT. Cutoff EOFY in which the map is printed and approved for distribution. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 15 years after cutoff. NARA Job NN-171-77, M/15

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Item	Record Series Description	Disposition Authority
e.	Maps on Microfilm. Microfilm copies maintained for reference.	TEMPORARY. Dispose/Destroy when replaced by a updated version or when no longer needed for reference. UNSCHEDULED
f.	Digital Cartographic Files. All digital files created to produce a final published map. These will include digital base data (transportation, hydrology, PLSS, terrain, etc.). Will also include other files used to produce a final published product (i.e., land ownership, recreation data, special management areas, etc.).	TEMPORARY. Will be maintained at the point of production and refreshed as required to preserve its integrity. Destroy/Replace when new digital data is generated for the purposes of revising the published map. UNSCHEDULED
2	REMOTE SENSING RECORDS [9162]. Records of remote sensor information systems that provide photographic imagery after conversion or transferral of information from the raw data, exclusive of nonphotographic sensor records such as microwave, radiometer, thermal infrared, thermal ultraviolet, and nonimagery radar. Remote sensing technology covers aerial photographs and other forms of visual images (e.g., digital) of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of evaluation, measuring, or mapping the physical features of the landscape. Related tabular and graphic indexes necessary for proper identification and retrieval of these records are also produced. Authority: Various; see BLM Manual 9160 for listing. Confidentiality: Non-public record category 3. Exclusions: All aerial photographic records created prior to January 1, 1950, must be offered to NARA.	
a.	Aerial Photo Duplicate Negatives Unannotated. Duplicate copy negatives, internegatives, rectified negatives, glass plate negatives, and related indexes. Location: All.	TEMPORARY. Destroy when no longer needed for agency use. GRS 17/2a.
b.	Aerial Photo Prints Unannotated and Related Indexes. When original film negatives exist. Location: All.	TEMPORARY. Destroy when no longer needed for agency use. GRS 17/2b.
c.	Aerial Photo Original or Master Negatives and Related Indexes. Location: All.	PERMANENT. 1) Field Offices cutoff EOFY in which flight is completed and the originals are received and transfer to the Service Center Photo Lab 1 year after cutoff. 2) When no longer needed for reproduction, Service Center Photo Lab transfers to FRC. FRC transfers to NARA in 5-year blocks when most recent records are 20 years old (e.g., transfer 1980-1984 records in 2005). NARA Job NC1-49-85-2, 17/16a.

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Item	Record Series Description	Disposition Authority
d.	Aerial Photo Prints and Duplicated Negatives Which Are Annotated. Location: All.	Use disposal authority for the annotated information (e.g., aerial photos annotated with natural resource inventory data are disposed of under Schedule 4/11a). NARA Job NC1-49-85-2, 17/16b(1) and c(1).
e.	Satellite Imagery Raw Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes obtained by BLM from outside sources (e.g., EOSAT and SPOT) for conversion to a film base. Location: SC.	TEMPORARY. Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff. UNSCHEDULED
f.	Satellite Imagery Conversion Data Tapes. Copies of infrared, ultraviolet, multispectral (multi-band), video, imagery radar, and related data tapes which have been converted to a film base. Location: SC.	TEMPORARY. Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff. UNSCHEDULED
g.	Conversion Data Film. Created from the data tapes (item h). Location: SC.	TEMPORARY. Cutoff EOFY in which no longer needed. Destroy 5 years after cutoff. UNSCHEDULED
h.	Satellite Imagery Prints. Developed from film (item i) and distributed by SC to field offices upon request. Location: AFO.	TEMPORARY. Destroy when superseded or no longer needed for administrative purposes. UNSCHEDULED
3	ARCHITECTURAL DRAWINGS OF TEMPORARY STRUCTURES AND BUILDINGS OR OF BUILDINGS NOT CRITICAL TO BLM MISSION [9100]. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All. Exclusions: Copies in construction project or job files (Schedule 17/12).	TEMPORARY. Destroy when superseded or after the structure or object has been retired from service. GRS 17/3.
4	ELECTRICAL, PLUMBING, HEATING, OR AIR CONDITIONING SYSTEMS DRAWINGS [9100]. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All.	TEMPORARY. Destroy when superseded or after the structure or object has been retired from service. GRS 17/4.
5	CONTRACT NEGOTIATION DRAWINGS [9100]. Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings re. electrical, plumbing, heating, or air conditioning projects, or drawings superseded by final working and/or as built drawings. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All. Exclusions: Copies in contract case files (Schedule 3/3).	TEMPORARY. Destroy when the final working/as-built drawings have been produced. GRS 17/5.

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Item	Record Series Description	Disposition Authority
6	SPACE ASSIGNMENTS PLANS [9100]. Outline floor plans indicating occupancy of a building. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: All. Exclusions: Copies in space assignment case files (Schedule 11/2A).	TEMPORARY. Destroy when superseded or after the structure or object has been retired from service. GRS 17/6.
7	Reserved	Formerly described architectural models that are nonrecord materials. GRS 17/7.
8	ENGINEERING DRAWINGS OF ROUTINE MINOR PARTS [9100]. 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. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: AFO.	TEMPORARY. Destroy when superseded or after the structure or object has been retired from service. GRS 17/8.
9	ENGINEERING DRAWINGS REFLECTING MINOR MODIFICATIONS [9100]. 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. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: AFO.	TEMPORARY. Destroy when superseded or after the structure or object has been retired from service. GRS 17/9.
10	PAINT PLANS AND SAMPLES [9100]. 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 all buildings. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location: AFO. Exclusions: Paint plans and samples for interior and exterior walls of buildings significant for historical, architectural, or technological reasons (submit SF-115 to NARA).	TEMPORARY. Destroy when superseded or after the structure or object has been retired from service. GRS 17/10.
11	ENGINEERING SURVEY FIELD NOTES. Location: SO, FO.	Use disposition authority for related project file (Schedule 17/13a and 13b). NARA Job NC1-49-85-2, 17/9.
12	CONSTRUCTION PROJECT ARCHITECTURAL & ENGINEERING DRAWINGS, REFERENCE COPIES. Copies of drawings, plans, specifications used for reference in planning future projects. Authority: Various; see BLM Manual 9100. Confidentiality: Non-public record category 3. Location All.	TEMPORARY. Destroy when no longer needed for administrative or reference purposes. NARA Job NN-171-77, M/28.
13	CONSTRUCTION PROJECTS AND RESOURCE IMPROVEMENT PROJECTS (RIPS) FILES [1740, 9150]. Arranged by project or job (RIPS/JDR) number. Authority: Various; see BLM Manuals 9100 and 1740 for listing. Forms: BLM 1310-11; 1323-1; 1740-1; 1742-1; 1744-1; 4120-6, 7, 8, 9; 5700-3, 4, 5, 6; 7410-16. Confidentiality: Non-public record category 3; Privacy Act System Interior/LLM-2. Vital: Rights and interests records. Location: FO. Exclusions: Contracting Officer's copy of related contract files (Schedule 3/3).	

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Item	Record Series Description		Disposition Authority
13	CONSTRUCTION PROJECTS AND RESOURCE IMPROVEMENT PROJECTS (RIPS) FILES [1740, 9150]. Arranged by project or job (RIPS/JDR) number. Authority: Various; see BLM Manuals 9100 and 1740 for listing. Forms: BLM 1310-11; 1323-1; 1740-1; 1742-1; 1744-1; 4120-6, 7, 8, 9; 5700-3, 4, 5, 6; 7410-16. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-2. Vital: Legal and financial rights records. Location: FO. Exclusions: Contracting Officer's copy of related contract files (Schedule 3/3).		
	a.	Construction and Resource Improvement Project Files and Maps for Permanent or Long-Term Structures or Appurtenances. Documentation of the construction and/or development of airports and heliports, bridges, buildings, recreation sites, roads, trails, reservoirs, dams, guzzlers, wells, other water catchments, and other permanent or long-term structures or appurtenances to land. Includes pesticide applications and any other projects involving the use of hazardous materials. May include reference copies of pertinent contract documentation.	PERMANENT. Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 25 years after cutoff. NARA Job NC1-49-85-2, 22/2a.
	b.	Construction and Resource Improvement Project Files and Maps for Temporary Structures or Appurtenances. Consists of documentation of seeding, planting, chaining, discing, burning, fire rehabilitation (green stripping) and other public land improvement projects that do not result in permanent or long-term structures or appurtenances to the land or do not involve the use of hazardous materials. May include reference copies of pertinent contract documentation.	TEMPORARY. Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership. Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-5, 17/13b.
	b.	Construction and Resource Improvement Project Files and Maps for Temporary Structures or Appurtenances. Consists of documentation of seeding, planting, chaining, discing, burning, fire rehabilitation (green stripping) and other public land improvement projects that do not result in permanent or long-term structures or appurtenances to the land or do not involve the use of hazardous materials. May include reference copies of pertinent contract documentation.	TEMPORARY. Cutoff EOFY in which project is abandoned or when the project area leaves the BLM ownership. Transfer to FRC 2 years after cutoff. FRC destroys 25 years after cutoff. NARA Job N1-49-96-5, 17/13b.
	c.	Drinking Water Testing Files [9184]. Documenting water quality testing conducted by or for the BLM in accordance with 40 CFR 141.33.	
	(1)	Non-Public Water System Files.	TEMPORARY. File within the related project file and dispose accordingly. NARA Job NC1-49-85-2, 4/26d(1).
	(2)	Public, Community, and Noncommunity Water System Files if Testing, Reporting, and Recordkeeping Done by BLM.	

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Item	Record Series Description			Disposition Authority
		(a)	Bacterial Analyses, Variances, Exceptions. Note: Data summaries may be kept in lieu of test results.	TEMPORARY. Cutoff EOFY. Destroy 5 years after cutoff. NARA Job NC1-49-85-2, 4/26d(2)(a).
		(b)	Chemical Analyses, Sanitary Surveys. Note: Data summaries may be kept in lieu of test results.	TEMPORARY. Cutoff EOFY. Transfer to FRC 5 years after cutoff. FRC destroys 10 years after cutoff. NARA Job NC1-49-85-2, 4/26d(2)(b).
		(c)	Record of Violations and Measures Taken to Correct Violations.	TEMPORARY. Cutoff EOFY in which violation is corrected. Destroy 3 years after cutoff. NARA Job NC1-49-85-2, 4/26d(2)(c).
		(3)	Public, Community, and Noncommunity Water System Files if Testing, Reporting, and Recordkeeping Done by Enforcement Authority or Laboratory Approved by the Enforcement Authority.	The BLM is not required to retain report or duplicate records.
14	CADASTRAL SURVEY FILES [9600]. Hard copy documentation for all types of cadastral surveys (original surveys, dependent and independent resurveys, townsite surveys, supplemental surveys, agricultural surveys, homestead entry surveys, mineral surveys, etc.). Authority: 43 CFR 9180. Forms: BLM 9180-27, 28; 9600-2, 3, 4, 6, 13-18, 21, 27, 29, 30. Vital: Legal and financial rights records. Exclusions: Geologic and geophysical survey records (Schedule 4/18); Cadastral Survey Field Notes System (Schedule 20/67); Legal Land Description (LLD) System (Schedule 30/7); Geographic Coordinate Data Base (GCDB) (Schedule 30/9).			
	a.	Cadastral Survey Requests. BLM Form 9600-4 or equivalent. Confidentiality: Non-public record category 3. Location: WO, SO, FO.		
		(1)	Cadastral Survey Requests Approved. Requests which result in an official survey.	File within survey group file (item b) and dispose of accordingly. NARA Job NC1-49-85-2, 17/31a(1).
		(2)	Cadastral Survey Requests Unapproved.	TEMPORARY. Cutoff EOFY in which request is received. Destroy 5 years after cutoff. NARA Job NC1-49-85-2, 17/31a(2).

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Item	Record Series Description		Disposition Authority
	b.	Cadastral Survey Group, Mineral Survey, Supplemental Plat, and Amended Protraction Diagram (APD) Files. Case files, arranged by group or mineral survey number, township and range, or APD number which document original surveys, re-surveys, supplemental surveys, supplemental plats, and APDs. Consists of the request or application, approval, order, special instructions, assignment instructions, original or amended location notices, costs, and other related documentation. Confidentiality: Public record category 1. Location: WO, SO.	PERMANENT. Cutoff EOFY in which survey is accepted or the date of final decision on any appeal. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA when records are 75 years old. NARA Job N1-49-96-5, 17/14b.
	c.	Survey Field Notes and Plats.	
	(1)	Survey Pocket Field Tablets. Rough field notes from which the official notes and plats are prepared. Confidentiality: Non-public record category 3. Location: SO, FO.	TEMPORARY. Cutoff EOFY in which official notes and plats are accepted. Destroy 2 years after cutoff. NARA Job NC1-49-85-2, 17/31c(1).
	(2)	Survey Field Notes and Plats Originals. Official field notes and plats showing (1) lines surveyed, established, retraced, surveyed, (2) direction and length of lines, (3) relation to adjoining survey, (4) boundary description, and (5) area of each parcel subdivided. Confidentiality: Public record category 1. Location: WO, SO.	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. NARA Job N1-49-96-5, 17/14c2.
	(3)	Survey Field Notes and Plats in Microform. Masters, duplicates, security copies and related microform indexes. Confidentiality: Public record category 1. Location: All.	TEMPORARY. Destroy when superseded, replaced, or no longer needed for duplicating, security, or other administrative or reference purposes. NARA Job NC1-49-85-2, 17/31c(3) and d(2).
	d.	Cadastral Survey Finding Aids. Both hard copy and microform copies. Confidentiality: Public record category 1. Location: WO, SO, FO.	
	(1)	Segregation Diagrams. Indicating land areas not covered by claims or patents.	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. NARA Job N1-49-96-5, 17/14d1.
	(2)	Section Corners Found. Indicating location of existing corners and survey marker type and condition.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job NC1-49-85-2, 17/32b.

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Item	Record Series Description		Disposition Authority
	(3)	District Connecting Sheets. Indicating location and identification of mining claims by survey number or claim name.	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference. NARA Job NC1-49-85-2, 17/32c.
	(4)	U.S. Mineral & Location Monuments. A reference to field notes and plats documenting survey monument establishment, description, and location.	PERMANENT. Cutoff when no longer needed for reference. Transfer to FRC 1 year after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 13 years old (e.g., transfer 1980-1984 records in 1998). NARA Job NC1- 49-85-2, 17/32d.
	(5)	Protraction Diagrams and Amended Protraction Diagrams. Plan of survey for unsurveyed areas, including original diagrams and any subsequent amendments arranged by diagram number.	PERMANENT. Cutoff EOFY in which documents are filmed or no longer needed by the BLM. Transfer to FRC 1 year after cutoff. FRC will transfer to NARA 75 years after cutoff. NARA Job N1-49-96-5, 17/14d5.
	e.	Mineral Surveyor Files. Documenting the qualifications of private surveyors who survey for and are compensated by private parties. Surveyor must pass a federal exam, be bonded, and have approval through appointments by the BLM. Confidentiality: Nonpublic record category 3; Privacy Act System Interior/LLM-6. Location: WO, SO.	TEMPORARY. Cutoff EOFY in which appointment terminates. Transfer to FRC 1 year after cutoff. FRC destroys 50 years after cutoff. NARA Job NC1-49-85-2, 17/33.
15	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. NARA Job N1-49-96-5, 17/15a.
	b.	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. NARA Job N1-49-96-5, 17/15b.