



QUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE  
NO.

295

PAGE  
NO.

2.

4.  
Item

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

and popular names. The maps are sometimes consulted in preparing the Development Plats and Maps (Item 4).

RECOMMENDATION: RETAIN PERMANENTLY.

3. STREAM-VALLEY SURVEY MAPS

Size: 24" x 36"

Dates: 1927 - -

Quantity: 6 map drawers (15 cubic feet)

File Arrangement: By Park or Area

These maps are prepared from the Topographic Maps (Item 1) and are usually divided into sections and the sections enlarged for detailed planning. They record property lines and the park projects as planned. The maps after completion are submitted to the National Capital Parks and Planning Commission and to the Washington Suburban Sanitary Commission for approval under the Washington Metropolitan District Act (Chapter 1008, Laws of Maryland, 1943).

RECOMMENDATION: RETAIN PERMANENTLY.

DEVELOPMENT PLATS AND MAPS

Dates: 1927 - -

Quantity: 8 map drawers (20 cubic feet)

File Arrangement: By areas

This series is composed of maps and plats of completed or approved Stream-Valley park projects including parks, park playgrounds, park buildings, bridges, and recreation centers.

RECOMMENDATION: RETAIN PERMANENTLY.

5. TRAVERSE FIELD COMPUTATIONS AND BENCH MARKS

Size: 5" x 8"

Dates: 1927 - -

Quantity: 12 map file shelves (30 cubic feet)

File Arrangement: By date surveyed and chart number

Index: Coded chart index

This series of Stream-Valley park maps record the traverse computations made in the field and the bench marks established by the surveyors.

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APPROVED  
HALL OF RECORDS COMMISSION

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6. COMPUTATIONS OF COORDINATES

Size: 8½" x 11"  
 Dates: 1927 - -  
 Quantity: 40 ring binders (6 cubic feet)  
 File Arrangement: By Area

These coordinates were principally taken in Rock Creek Park. Coordinates are employed in plotting property lines on topographic maps and existing buildings and landmarks.

RECOMMENDATION: RETAIN PERMANENTLY.

7. RECREATION AREA MAPS

Size: 19" x 19" (average)  
 Dates: 1927 - -  
 Quantity: 8 map drawers (20 cubic feet)

These files contain maps which are related to recreation area planning and show topography, surveys, and development of the areas.

RECOMMENDATION: RETAIN PERMANENTLY.

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