
FIELD RECORDS AND PHOTOGRAPHS

PERMANENT DISPOSITION

WHETHER OR NOT they have been used in the preparation of a report, all field notes, field maps, photographs, annotated aerial photographs, and other field documents acquired by Survey employees in connection with their official duties are Government property and are valuable parts of official records. When they are no longer being used for a project, these materials should be deposited in the Field Records Library or the Photographic Library, both of which are in Denver. The librarians will catalog and index them so they will be available to other Survey and non-Survey users.

PHOTOGRAPHIC LIBRARY

The Survey Photographic Library is the official depository for ground-based and oblique aerial photographs. The collection contains about 250,000 photographs consisting of color and black-and-white prints and their corresponding negatives, color transparencies, and lantern slides, dating from the 1860's to the present. Many photographs from this collection have been published in textbooks or other outside publications. Materials are identified with the photographer's name and accession numbers and are indexed by subjects and geographic area. Prints by each photographer are mounted with captions in separate albums under the individual's name. Negatives are stored in acid-free or lignin-free jackets; color negatives and transparencies are placed in inert plastic containers. Negatives and transparencies are filed in a low-temperature/humidity environment.

Questions regarding proper handling and storage of photographic material for project use should be directed to the Photographic Library. Before photographic material is transmitted, the Photographic Library staff should be contacted for special instructions at USGS Photographic Library, MS 914, Box 25046, Denver Federal Center, Denver, CO 80225. General instructions for submitting photographic material to the Photographic Library are as follows:

1. Employees should submit color transparencies, negatives, and extra prints of photographs that are technically good and that clearly show the subject matter. Published photographs taken by Survey employees should be submitted, whether from Survey or non-Survey publications. Photographs should be filed as soon as the employee has no further use for them on the projects for which they were taken, normally not later than the completion of the report on the project. Survey employees may borrow negatives and slides or order prints at any time.
2. Manuscript processing units and visual-information-services groups should submit all color transparencies, negatives, and extra prints of photographs used in exhibits or publications after the material has been returned from the printer. An author who requests the return of the original material may obtain duplicate transparencies or copy negatives. These procedures will ensure that the Photographic Library is able to fill requests for copies of photographs that have been used in publications or exhibits.
3. Photographs should be accompanied by concise descriptions. Geologic and special features obvious to the researcher but not to an untrained viewer should be identified. Such information facilitates the selection of the best picture for a given purpose and helps ensure that pictures published outside the Survey are correctly captioned. Location and date should be specified; so should any reference to place of publication. A copy of the caption marked with the Photographic Library accession number assigned to the photograph will be returned to the photographer, if requested.

FIELD RECORDS LIBRARY

The Field Records Library is the depository for the original recorded data of completed field projects. Survey regulations require that all field material be deposited in the library, including such items as field notes, field maps, and annotated aerial photographs. The Field Records collection consists of more than 15,000 notebooks or files, 2,400 map groups, 2,000 folders, and 60,000 aerial photographs. Records dating back to the Hayden Survey of 1871 are cataloged by project under senior author or field party chief and are additionally cross-referenced by geographic area, publication, subject, and project assistants or coauthors. Survey researchers may borrow any material or review it in Field Records. The public may examine the material after getting approval from the Assistant Chief Geologist, USGS Central Region, MS 911, Box 25046, Denver Federal Center, Denver, CO 80225.

Before depositing field material, employees must label all records and complete a form providing project information and the nature of any proprietary data in the records. This information is vital to cataloging the material and is essential to filling requests for the records. Before transmitting material, contact the USGS Field Records Library, MS 914, Box 25046, Denver Federal Center, Denver, CO 80225, to obtain forms and mailing instructions.