



Records Advice

No 51

Managing Hard Copy Plans, Drawings and Maps

This Records Advice has been prepared to ensure that master copies of hard copy plans, drawings and maps are retained by agencies as part of their normal business activities. These records document business transactions and are therefore subject to an agency's Records Management Program.

Filing and Storing Hard Copy Plans, Drawings and Maps

Master hard copy plans, drawings and maps produced or received by agencies as part of their normal business activities should be managed and maintained in a way that facilitates their retrieval and protects them from damage for the length of time they are required to be retained.

Plans, drawings and maps should be managed in the same manner as any other record type. It is the responsibility of agencies to ensure they are properly preserved and kept accessible.

Master hard copies of plans, drawings and maps may include:

- As Presented/Stamped plans;
- As Constructed/Works as Executed plans;
- Title/Subdivision plans.

One master hard copy of each of the above types of plans, drawings and maps should be kept by the agency responsible.

Once finalised, As Amended/Superseded plans and On-going plans should be captured in an appropriate container. Copies of these may be disposed of when no longer required under the Normal Administrative Practice (NAP) provisions of the *Territory Records Act 2002*. For more information on NAP see [Records Advice No.2 – Normal Administrative Practice](#).

All master hard copy plans, drawings and maps should be managed as follows:

1. Those not required for daily business should not to be left on desks, in cabinets, unapproved boxes or lying on the floor. They should be placed into their storage container and the container placed back into records storage.

2. Those items not required for on-going action, and stored locally in approved hanging cabinets or flat drawer cabinets, should be retrieved, rolled and stored in approved storage containers designed for the purpose.
3. Items are not to be folded. Reference copies, other than master copies, of plans, drawings and maps may be folded and placed on files if required. Folding can obliterate important information over time (e.g. a boundary line).
4. Each storage container should contain only one set of master copies of plans, drawings and maps that relate to the same property, structure, etc. (e.g. Woden Plaza, John Knight Park and Albert Hall). They should be rolled and stored in the same container. If there are more master copies than can be placed in a single container then a new ‘part’ container should be created.
5. Storage containers, i.e. archive boxes, should be registered in an appropriate Electronic Records Management System (ERMS) and appropriately labelled. Free text titles should include the address, lot number, structure name, etc. as appropriate. Containers that relate to the same property, structure, etc., should be related to all other registered containers and/or file folders in the ERMS.
6. Copies, other than master copies, of plans, should be used when inspecting sites, etc. Any annotations or changes should be incorporated into the master set of originals. Working copies may be disposed of under the Normal Administrative Practice (NAP) provisions of the *Territory Records Act 2002*.

Containers Suitable for Storing Hard Copy Plans, Drawings and Maps

The following describes a suitable container for storing rolled hard copy plans, drawings and maps.

TYPE 8 (T8) – perfect for storing rolled plans and maps



- Dimensions (H)10cm x (W)10cm x (D)850cm
- Holds rolled plans and maps
- Fits standard 900mm shelf

Master copies of hard copy plans, drawings and maps are not to be stored in round containers.

If you require further advice or assistance contact your Records Manager or the Territory Records Office.