United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

DIRECTOR'S ORDER #10B: DRAWING AND MAP NUMBERS

Approved: Jonathan B. Jarvis
Director

Effective Date: 4-8-2010

Duration: Until rescinded or superseded

NPS-29, "Drawing and Map Numbers Guideline," (Release No. 1, March 14, 1980), and any other conflicting instructions are superseded and replaced by this Director's Order and Reference Manual 10B (RM-10B).[1]

1. BACKGROUND AND PURPOSE

The identifying number the National Park Service assigns each drawing, map and plan reflects the use, maintenance, preservation, management, or development of an existing or proposed area of the national park system. This unique identifying number minimizes the possibility of misplacement or confusion of materials, and permits efficient search and retrieval of information necessary for work at each park and in centralized digital retrieval systems, e.g., the Automated National Catalog System (ANCS+)[2] and eTIC (see, section 3.E, below).

The purpose of this Director's Order is to establish a system for assigning identification numbers to the following:

- Drawings, maps and plans prepared by the National Park Service for its own use or for use by other agencies;
- Drawings, maps and plans prepared by other agencies, contractors, or concessioners for use by the National Park Service; and
- Drawings, maps and plans archived pursuant to Director's Order #19: Records Management and digitally copied by the Technical Information Center (TIC) Information Management, Denver Service Center.

---

[1] RM-10B is available online at < http://www.nps.gov/dsc/c_business/10B_handbook_Rev09.pdf>.
[2] ANCS+ is available online at <http://www.nps.gov/history/museum/publications/ancs.html>.

Specific examples can be found in RM-10B.

The following drawings, maps and plans are not subject to, and are specifically excluded from, the provisions of this Director's Order:

- Drawings, maps and plans used for *ad hoc* reference and not distributed as formal project information products;
- Drawings, maps and plans compiled from proprietary sources where the NPS does not have redistribution rights;
- Sketches of archeological sites and accompanying descriptive information, notebooks, and site records, produced during field work; and
- Drawings, maps and plans prepared as part of the Historic American Buildings Survey (HABS), Historic American Engineering Record (HAER), or the Historic American Landscapes Survey (HALS), and numbered by the Heritage Documentation Programs in cooperation with the Library of Congress.

2. AUTHORITY

Authority to issue this Director's Order is contained in the National Park Service Organic Act (16 USC 1—4)[3] and delegations of authority contained in Part 245 of the Department of the Interior Manual.

This Director's Order is intended only to improve the internal management of the NPS, and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.

3. POLICIES, PROCEDURES AND REQUIREMENTS

A. Because of the importance of drawing numbers in identification, search and retrieval, responsible parties will assign numbers to drawings prepared to document the use, maintenance, preservation, management or development of an existing or proposed area of the national park system. Drawings, maps and plans prepared by the National Park Service that require archiving or are created for use by other agencies and/or the public all need a unique reference number for legal identification and tracking. Accordingly, each park/office/unit—regardless of program area—with a need to generate drawings, maps and plans will ensure that such documents are uniquely numbered in accordance with this Director's Order and RM-10B. Drawings, maps and plans prepared by other agencies, contractors, or concessioners for use by the National Park Service will also be assigned unique drawing and sheet numbers in accordance with this Director's Order and RM-10B. Each drawing set, and

[3] The Organic Act is available online at <http://www4.law.cornell.edu/uscode/html/uscode16/usc_sec_16_00000001----000-.html>.

each sheet therein, will be numbered properly. The requisite numbers will be obtained using the Number Generator web site created by TIC (online at <http://numbers.nps.gov>).

B. This Director's Order covers NPS drawings, maps and plans prepared by: (1) NPS employees; (2) other Federal agencies for NPS use; (3) NPS volunteers; (4) contractors; or (5) concessioners.

All documents submitted to TIC for long-term preservation and management pursuant to section 4.7 of Director's Order #19[4] will be numbered in accordance with this Director's Order. Every contract issued by a park/office/unit will require the use of drawing numbers on the products requested, and will provide for unlimited NPS reuse and redistribution rights for such graphic resources. This does not include drawings, maps and plans compiled from proprietary sources where the NPS does not have redistribution rights. Project drawings created under contract for the NPS will be assigned a base drawing number and a park/office/unit numeric code.

C. Drawings concerning the construction or rehabilitation of concessioner-leased buildings will be assigned appropriate drawing numbers by the responsible park official. While concessioners typically manage the storage and retrieval of such drawings, duplicates must be provided to TIC.

D. Whenever drawings are transmitted, it is crucial that the drawing numbers be given in *all* memoranda referring to the drawings. This is a positive means of identification, and minimizes potential difficulties if drawings become detached from the transmittal memoranda.

E. TIC is responsible for the maintenance and support of the Number Generator web site, <http://numbers.nps.gov>. The Number Generator web site will be used to generate numbers for use on all drawings, maps and plans subject to this Director's Order.

Questions regarding drawing numbers, this Director's Order, RM-10B, or the use of the Number Generator web site should be directed to TIC-Requests@nps.gov or 303-969-2130. TIC maintains a web site with access to its collections, known as eTIC[5].

F. Additional instructions/guidance for proper assignment of drawing numbers to various types of products is found in RM-10B. Chapter 1 thereof provides additional examples of drawings subject to this Director's Order.

4. ROLES AND RESPONSIBILITIES

A. Associate Director, Park Planning, Facilities and Lands

---

[4] Director's Order #19—and all other Director's Orders and Reference Manuals—are available online at <http://home.nps.gov/applications/npspolicy/DOrders.cfm>.

[5] A searchable database for eTIC is available on the Intranet at <http://etic.nps.gov>.

The Associate Director, Park Planning, Facilities and Lands, acting through TIC, will oversee the assignment of drawing numbers, and develop standards and procedures as necessary. The Associate Director will issue, review and revise as appropriate, RM-10B, which will provide more detailed guidance on drawing numbers.

B. TIC

In accordance with section 3 above, TIC will: (1) serve as the central repository for drawings, maps, plans and related technical reports as defined in this Director's Order and RM-10B; (2) upon request, review products for corrective action; and (3) maintain eTIC and the Number Generator, including their presence on the Intranet.

C. Parks/Offices/Units

All parks, offices and units of the NPS producing, or having produced for them, drawings, maps and plans subject to this Director's Order will: (1) utilize the Number Generator web site to assign numbers to drawings, maps and plans; (2) file copies of such products with TIC; and (3) review products for compliance with this Director's Order and RM-10B, and take such corrective action as may be needed.

5. RELATED GUIDANCE

A. For information concerning the preparation of design and construction drawings—including preliminary design, construction, and as-constructed drawings—consult Director's Order #10A: Design and Construction Drawings, and Reference Manual 10A.

B. For information concerning the production of AutoCAD drawings—consult Denver Service Center's CAD Standards at <http://cadd.den.nps.gov/>.

C. For additional information on the Technical Information Center—consult "About TIC" at <http://etic.nps.gov/content/abouttic.pdf>.

D. Denver Service Center workflows websites provide guidance on the procedures, forms and processes for capturing and archiving essential planning, design and construction project information. For more information, view <http://www.nps.gov/dsc/workflows>.

E. For NPS responsibilities with regard to managing records responsibly and according to law and regulation, see Director's Order #19: Records Management, the Records Management Disposition Schedule, and the Records Management Handbook.

F. Also see the following, all available at <http://www.nps.gov/policy>.

General Management Planning Dynamic Sourcebook.

Director's Order #6: Interpretation and Education.

Director's Order #12: Conservation Planning, Environmental Impact Analysis, and Decision-making.

Director's Order #17: National Park Service Tourism.

Director's Order #25: Land Protection, and the guidance relating to Legislative Maps and Land Status Maps/Plats at <http://landsnet.nps.gov>.

Director's Order #28: Cultural Resource Management.

Director's Order #77 Series: Natural Resource Protection, and related reference material.

Director's Order #78: Social Science.

----------*End of Director's Order*----------