

Preparation of records: Maps and plans

Maps should be transferred in the format in which they have been stored previously. Do not flatten rolled maps and do not roll maps that have been stored flat. Each map, rolled or flat, should be treated as an individual piece.

Rolled maps



Rolled maps should be rolled onto the outside of an archival tube. The tubes should not be too thin, so that the maps are not rolled too tightly.



Secure the map with broad linen tape tied in an easy release bow.



Insert the tube, with the map secured on the outside, into a linen bag.



Endorse at the top and bottom. Secure a label, also bearing the appropriate endorsement, at the opening.

Maps in files



Large maps that have been folded should be kept this way. If they are a single piece they should be placed in a four-flap folder which is endorsed on the front. They should also be endorsed twice on the back, on opposite corners, in HB pencil.



Folded maps found in registered files and bound volumes should be kept with their parent files and noted on the transfer form. If tagging into a file, place the map into an acid-free envelope and tag in place. Make sure the map is accessible and endorse the envelope with contents, for example: 'one map enclosed'.

Flat maps



Flat maps will have to be inserted into folders. Contact your representative from The National Archives for advice on size, construction and materials. The National Archives can provide folios to support large flat maps during transfer.

The map should be endorsed twice on the back, on opposite corners, in HB pencil.