

Documentary Studies and archival it was only interested in what is written text, and turned a blind eye for a long time for an important type of documents that contain the problem seriously and diverse richness of information; namely, with images and graphics documents, which consists of the surface of the pictures of things, or buildings, or people , or geographical phenomena, even these documents now become an integral part of the archival collections, and these documents, in particular, maps and graphics.

As the ancient painted maps and graphics on all materials used by humans, and varied in purpose and them Uses, and in the ways in which they were prepared, and the back of them multiple types, the mismatch agricultural maps, topographic, marine, and climatic and geological, engineering, and other maps. Despite this diversity and importance it has not been any study of documentary and archival before, and then came this study to cover these kinds of documents to clarify the current problems in the maps and graphics from the standpoint of science documents and archive community, to get to know the quality and characteristics of documentary and requirements archival, while drawing attention to it documentary important basin for indispensable in all sectors.

Focus of the current study on the cadastral maps of the country land of Egypt issued by the General Authority of Survey and its branch in Beni Suef, designed to monitor the reality of these maps and countless obstacles that riddled in terms of preparation, production and regulation of the classification and description, as well as the preservation and storage and retrieval, and in order to achieve these objectives pursued the study descriptive method of research of his tools: a note, and an interview, and field visits, and direct access to

documents and scientific books, as well as the use of survey methods and deduction.

In light of the above study has come out in the introduction and five chapters, presented included the objectives of the study, and community study, and the methodology and study tools. While the first chapter titled "the source documents of the study: history and evolution" to cover the origins and evolution of Ordnance Survey and its subsidiary, Beni Suef, and the definition of its organizational structure, and its terms of reference, and activities that are issued by the maps and graphics. The second chapter came titled "qualities maps and accompanying documentation" for the definition of all kinds of cadastral maps, types of weather graphics and raster imagery, both in terms of methods of preparation and areas of use, and its documentary accompanied by administrative and technical documents written.

The third chapter titled "external and internal characteristics of maps and graphics" to stand on all the features and characteristics that distinguish these kinds of documents for any other documents, whether attributes and characteristics of the formal and substantive (paper, writing and drawing materials, colors, numbering, methods of output, symbols and signs and other properties). Then comes the fourth chapter entitled "Technical procedures and treatment of maps and graphics" to deal with all matters relating to archival technical processes that apply to these kinds starting from registration in the records, and categorized, and coded and indexed or description. Finally, Chapter V, which was entitled "The conservation and Storage and them Controls " to deal with the reality of the stages of preservation and storage of maps and graphics on the current and temporary and permanent level, both at the level of the body, or at the level of

branches and directorates, as well as conservation and storage requirements in accordance with the rules and standards archival.

In the end, the study appended list of references and a variety of sources with a link to the study, also appended annexes of texts and regulations, and fees and shapes. The study also came up with some important findings and recommendations