

Request for Records Disposition Authority

Records Schedule Number DAA-0201-2020-0003

Schedule Status Approved

Agency or Establishment Western Area Power Administration

Record Group / Scheduling Group Records of the Western Area Power Administration

Records Schedule applies to Agency-wide

Schedule Subject Engineering, Design, and Construction

Internal agency concurrences will
be provided No

Background Information

The Western Area Power Administration (WAPA) is one of four power marketing administrations within the U.S. Department of Energy. The power marketing administrations market and transmit wholesale electricity from multi-use water projects. The WAPA service area encompasses a 15-state region of the central and western U.S. where more than 17,000 circuit mile transmission system carries electricity from 57 hydropower plants operated by the Bureau of Reclamation, U.S. Army Corps of Engineers, and the International Boundary and Water Commission. WAPA sells its power to preference customers such as Federal and state agencies, cities and towns, rural electric cooperatives, public utility districts, irrigation districts, and Native American tribes. These customers then provide retail electric service to millions of consumers in the West.

The following items are arranged in an aggregate, media neutral schedule. All records series/systems for each retention bucket relate to the same general function or subject matter, and assigned the same disposition. Included is a crosswalk that maps each of WAPA's current series and electronic systems to the appropriate bucket item. This schedule establishes disposition authority for all WAPA records in the specific program area described and it supersedes all previous WAPA retention schedules (unless otherwise noted) and it should be applied retroactively to all extant records. There are numerous records covered under the below items, and compiling an exhaustive list would not be possible; it should not be considered a complete and exclusive listing of all pertinent documents. Headquarters, regional, field offices and other business operations are responsible for creating detailed file plans to note all records they create and maintain as well as specific cutoff and other implementing instructions unique to each record.

Engineering, Design, and Construction provides engineering services and expertise with emphasis on substation, transmission line and

building designs. Services include electrical, civil, architectural, controls, surveying, communications, and studies. At the request of regional offices design products are prepared at HQ. Regions may make as-built changes and also prepare designs and specifications for smaller projects, and they also conduct inspections of completed work.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0201-2020-0003

Sequence Number	
1	Engineering, Design, and Construction Administrative Records. Disposition Authority Number: DAA-0201-2020-0003-0001
2	Engineering, Design, and Construction records for mission-related structures, equipment, and facilities Disposition Authority Number: DAA-0201-2020-0003-0002
3	Significant Engineering and Construction Records. Disposition Authority Number: DAA-0201-2020-0003-0003

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1235 415">Engineering, Design, and Construction Administrative Records.</p> <p data-bbox="345 432 1149 468">Disposition Authority Number DAA-0201-2020-0003-0001</p> <p data-bbox="345 489 1505 867">Data and documents created in administering engineering, design, and construction activities. Any information, correspondence, and other records developed during the construction process, essential to performance of the process but not essential for project record purposes following project completion. Some of these records exist primarily to document the financial management of the contract(s) under which a WAPA building, power structure, or other asset is erected. Project request working files, short term and intermediary surveying records, meeting agendas and minutes, budget and cost working files, action item lists, work logs, progress reports, equipment procurement, project tracking, and routine contractual documents that do not contain information of long-term value.</p> <p data-bbox="345 888 919 924">Final Disposition Temporary</p> <p data-bbox="345 940 850 976">Item Status Active</p> <p data-bbox="345 993 818 1029">Is this item media neutral? Yes</p> <p data-bbox="345 1045 818 1171">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1188 818 1283">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1299 1036 1528">GRS or Superseded Authority Citation N1-201-86-1 / 7/A N1-201-86-1 / 7/B N1-201-86-1 / 8 N1 201-86-1 / 9/A N1-201-86-1 / 13 N1-201-86-1 / 14/E</p> <p data-bbox="345 1566 659 1602">Disposition Instruction</p> <p data-bbox="345 1619 1032 1654">Cutoff Instruction Project completion.</p> <p data-bbox="345 1671 1490 1755">Retention Period Destroy 10 years after cutoff, but longer retention is authorized if required for business use.</p> <p data-bbox="345 1793 656 1829">Additional Information</p> <p data-bbox="345 1845 951 1881">GAO Approval Not Required</p>

2

Engineering, Design, and Construction records for mission-related structures, equipment, and facilities

Disposition Authority Number DAA-0201-2020-0003-0002

Records include, but are not limited to, feasibility studies, specifications, manufacturers data, final drawings, construction records, inspections, and other core engineering, design, and construction records associated with the creation of high value electric power system structures, buildings, equipment, and related assets. Survey notes of lines surveyed, established, retraced, resurveyed, and other data whether the survey is made on private or public domain lands. General maps or outlines of planning units, ownership plats, and drawings of surveyed areas.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-201-86-1 / 9/B
N1-201-86-1 / 9/C
N1-201-86-1 / 11/B
N1-201-86-1 / 14/C
N1-201-86-1 / 16/A
N1 201 86-1 / 17/A
N1-201-85-1 / 6

Disposition Instruction

Cutoff Instruction When the built asset, facility, or equipment, is abandoned, dismantled, disposed of, or is removed from Federal inventory.

Retention Period Destroy 10 years after cutoff, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

3

Significant Engineering and Construction Records.

Disposition Authority Number DAA-0201-2020-0003-0003

Engineering, design, and construction policy records. Requests for congressional authorization for projects for the design and construction of structures built to carry out the mission of WAPA (transmission lines and towers, substations, switchyards, and power dispatching centers). Includes final construction reports and histories, final geological reports, and final products (e.g. drawings) for high value, mission-related assets where the project is selected for its architectural, historical, and/or technological significance. Permanent records criteria is as follows: Architectural Significance. a. Structures and facilities which are essentially original in design. (Basic design is not repeated in another WAPA structure or asset); b. Structures and facilities that are most representative of standard or repetitive designs used in more than one project; c. Structures and facilities which embody the distinguishing characteristics of either a period or a regional architectural style; d. Innovations. Buildings or facilities which include architectural or engineering innovations. Historical Significance. a. Noted Architect. Designs by noted architects or engineers of 'proposed' and 'constructed' buildings or facilities; b. Controversial or Notable. Buildings or facilities which were involved in controversy in regard to their design, construction, or utilization, including those that terminated because of cost overruns, safety hazards, and environmental hazards. Projects that generated industry praise, were award-winning, and/or which represented a critical addition or interconnection to the WAPA transmission grid. Technological Significance: projects representing first-of-a-kind energy research and development, or demonstration projects of electric power transmission initiatives. Files describe how the project was designed, constructed, and altered, should be retained for a selection of the most unique structures and for a representative sample of repetitive and similar structures.

Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-201-86-1 / 1/B N1-201-86-1 / 17/B

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction

Completion of project, date of publication, when superseded, or when the records are no longer needed for operational and business purposes.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 1979

What will be the date span of the initial transfer of records to the National Archives? From 1979 To 2005

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records

Cutoff Instruction

Completion of project, date of publication, when superseded, or when the records are no longer needed for operational and business purposes.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

Additional Information

First year of records accumulation 2000

What will be the date span of the initial transfer of records to the National Archives? From 2000 To 2005

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Maps and Charts**

Cutoff Instruction **Completion of project, date of publication, when superseded, or when the records are no longer needed for operational and business purposes.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

Additional Information

First year of records accumulation **1979**

What will be the date span of the initial transfer of records to the National Archives? **From 1979 To 2005**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	6 Cubic feet
Microform		

Hardcopy or Analog Special Media		
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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/26/2019	Certify	Christopher Magee	Agency Records Officer	Western Area Power Administration - Agency Wide
03/18/2020	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/28/2020	Submit For Certification	Christopher Magee	Agency Records Officer	Western Area Power Administration - Agency Wide
04/29/2020	Certify	Christopher Magee	Agency Records Officer	Western Area Power Administration - Agency Wide
09/24/2020	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/07/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/08/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Crosswalk of Engineering, Design, and Construction-Related Bucket Schedule DAA-0201-2020-0003 and Current WAPA Schedules

(1 May 2020)

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	End of FY	6400	Design and Construction Administrative records concerning overall or periodic programs (10-year, 5-year, etc.) of planning and construction, including moratoriums on or acceleration of construction programs and other similar matters.	N1-201-86-1, PSF-7a	TEMPORARY. Destroy in agency when 5 years old.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion	6401	Construction Progress Reports, L-29 or Equivalents A comprehensive monthly report documenting construction activities.	N1-201-86-1, PSF-7b	TEMPORARY. Destroy in agency when 10 years old.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion	6431	Official Cost Estimates of capital improvements and requirements including the records of the Architect/Engineer.	N1-201-86-1, PSF-8	TEMPORARY. Destroy when the related contract file is destroyed.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion	6431.001	Records of planning, design, construction progress, budgeting, apportionment of funds, land acquisition progress, and other similar information.	N1-201-86-1, PSF,9a	TEMPORARY. Destroy in agency when superseded or related construction has been completed, whichever is sooner.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Date of abandonment	6436	Abandoned Construction Correspondence and other material related to facilities whose construction has been abandoned, canceled, or terminated prior to completion.	N1-201-86-1, PSF-13	TEMPORARY. Destroy in agency after complete accounting of expenses has occurred.	

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion	6440.001	Initial Design Planning Records Non-historically significant (see definitions for historical significance).	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Until project completion (see 6440.002., below, for exception) or upon project termination whichever is earlier.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion	6441.002	Records of completed projects costing \$750,000 or less, which do not involve special equipment, systems, or processes.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Destroy 10 years after completion of project.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project termination	6441.003	Records of terminated projects (projects not authorized for design, construction, or fabrication; or terminated prior to completion of any of these activities) costing more than \$750,000, or which involve special equipment, systems, or processes.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Destroy 10 years after project is terminated. (See 6440.002., above for exception.)	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project termination	6441.004	Records of terminated projects (projects not authorized for design, construction, or fabrication, or terminated prior to completion of any of these activities) costing \$750,000 or less which do not involve special equipment, systems, or processes.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Destroy 5 years after project is terminated.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion	6441.005	Miscellaneous planning and design records, information, and correspondence essential to performance of the processes but not essential for project record purposes (such as interim progress reports, preliminary drawings and specifications, and other in-process documentation or information).	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Retain until project completion or termination, whichever is earlier.	

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project termination	6442.002	<p>Project Construction Files</p> <p>Working drawings and construction specifications, "as-built" drawings, shop drawings, standard drawings, repair and alteration drawings, equipment specifications, operating and maintenance manuals, equipment warranty data, final inspection and acceptance reports, construction cost and schedule data, space assignment plans, and other essential information to document the construction process.</p> <p>b. For projects terminated prior to construction completion.</p>	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. 5 years after construction is terminated.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion	6442.005	<p>Miscellaneous Construction Records</p> <p>Information correspondence, and other records developed during the construction process, essential to performance of the process but not essential for project record purposes following project completion.</p>	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Until project completion.	
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project withdrawal date	6442.007	<p>Project Construction Files</p> <p>Withdrawn</p>	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	Destroy in accordance with instructions covering the related design and construction records.	

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0003-0001	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Date of abandonment	6443.006	Drawings and other graphics related to facilities, structures, or features which have been abandoned, cancelled, or terminated during construction.	N1-201-86-1, PSF-14e	TEMPORARY. Destroy in agency after complete accounting for expenses has occurred.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction Administrative Records.	Temporary. 10 years after cutoff	Project completion or abandonment	6445.002	Temporary notes such as preliminary surveys profiles, levels, cross sections, layouts, staking structure sites, leg extensions, etc.	N1-201-86-1, PSF-16b	TEMPORARY. Destroy in agency upon final payment of related construction contract or abandonment of construction.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	6430	Facilities - Structures Construction and Engineering Records related to design and construction of facilities and structures including: substations, switchyards, transmission lines, power dispatching centers, administrative buildings, warehouses, garages, etc.	N/A	Unscheduled. – To be Scheduled or Deleted.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	*6432.002	Facility Case Files. Correspondence documenting the planning, design, development, construction, operation, and maintenance of power system facilities, related structures, and features.	N1-201-86-1, PSF-9b	TEMPORARY. Cutoff when 10 years old and transfer to FRC. Destroy when facility is no longer owned by the Federal Government.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures,	10 years after cutoff	Life of Asset	6432.003	Design Data. Engineering calculations of facility location, layout plans, foundation estimates, steel quantities, structural strengths, trenching and earthwork, equipment installations, architectural	N1-201-86-1, PSF-9c	TEMPORARY. Transfer to FRC when 20 years old. Destroy when facility is no longer owned by the Federal Government.	

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
	equipment, and facilities				considerations, landscaping, provisions for access, and other similar data.			
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	6434.002	Record set of specifications.	N1-201-86-1, PSF-11b	TEMPORARY. Destroy when the related facility is no longer owned by the Federal Government or no longer needed for reference.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	6440	Drawings and related records of power system facilities, related structures, and appurtenant features.	N/A	Unscheduled. – To be Scheduled or Deleted.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	6441.001	Records of completed projects costing more than \$750,000 or which involve special equipment, systems, or processes.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Retain until dismantlement or disposal of facility, equipment, system, or process; or when superseded or obsolete, whichever is earlier.	

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	6442.001	Project Construction Files Working drawings and construction specifications, "as-built" drawings, shop drawings, standard drawings, repair and alteration drawings, equipment specifications, operating and maintenance manuals, equipment warranty data, final inspection and acceptance reports, construction cost and schedule data, space assignment plans, and other essential information to document the construction process. a. For completed projects.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Until dismantlement or disposal of facility, equipment, system, or process; or when superseded or obsolete, whichever is earlier. (See item 6442.006, below for exceptions.)	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	6443.003	Aperture Cards. Silver images, master collection at Headquarters	(N1-201-86-1, PSF-14c)	TEMPORARY. Destroy in Agency when the related facility is no longer owned by the Federal Government, or when the related activity has been completed and drawings are no longer required for reference.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Life of Asset	6445.001	Mapping controls with ties to the National Network of Geodetic Controls which establish permanent monument controls, final location alignments, as-built data, and Cadastral Surveys of land rights with ties to monuments or private lands survey markers.	(N1-201-86-1, PSF-16a)	TEMPORARY. Transfer to FRC when 10 years old, Destroy when related land or facility is no longer owned by the Federal Government.	

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	Publication of report	6450.001	General correspondence, drill logs, and maps regarding geological programs.	(N1-201-86-1, PSF-17a)	TEMPORARY. Destroy in agency when superseded, obsolete, or geological programs. 1 year after release of Final Geological Report, whichever is sooner.	
DAA-0201-2020-0003-0002	Engineering, Design, and Construction records for Mission-Related structures, equipment, and facilities	10 years after cutoff	After sale, transfer, exchange, or disposal of WAPA-owned land covered by the survey	6464	Survey Notes, Maps, and Plats Survey notes of lines surveyed, established, retraced, resurveyed, and other data whether the Survey is made on private or public domain lands.	N1-201-85-1, LAU-6	TEMPORARY. Destroy in agency when superseded or obsolete.	
DAA-0201-2020-0003-0003	Significant Engineering and Construction Records.	Permanent. Transfer to NARA 15 years after cutoff.	Publication date	6410.002	Final reports. Record copy at Headquarters.	N1-201-86-1, PSF-1b	PERMANENT. Offer to NARA when 10 years old.	Headquarters Design and Engineering (A7900) Lakewood, CO
DAA-0201-2020-0003-0003	Significant Engineering and Construction Records.	Permanent. Transfer to NARA 15 years after cutoff.	Project completion	6440.002	Project Planning and Design Files Records selected for architectural, historical, or technological significance. Records include: (1) Project description, location, engineering/design costs and performance schedule; (2) Architectural renderings and final architectural and engineering drawings (selected to adequately depict the principal architectural and engineering features); (3) Special engineering/design reports, studies, and data (for projects of technological or architectural	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	PERMANENT. Offer to NARA when file is inactive.	Responsible Regional Engineering and Construction Office

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
					significance); (4) Construction Completion Reports; and (5) Models.			
DAA-0201-2020-0003-0003	Significant Engineering and Construction Records.	Permanent. Transfer to NARA 15 years after cutoff.	Project completion	6442.003	Construction Completion Reports Documented summary of the project from design through construction completion. a. For unique or special-interest by projects.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. 20 years, unless covered by exception in 6442.006, below.	Responsible Regional Engineering and Construction Office
DAA-0201-2020-0003-0003	Significant Engineering and Construction Records.	Permanent. Transfer to NARA 15 years after cutoff.	Project completion	6442.004	Construction Completion Reports Documented summary of the project from design through construction completion. b. For other projects.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	TEMPORARY. Until dismantlement or disposal of the facility, equipment, or process; or when superseded or obsolete, whichever is earlier.	Responsible Regional Engineering and Construction Office
DAA-0201-2020-0003-0003	Significant Engineering and Construction Records.	Permanent. Transfer to NARA 15 years after cutoff.	Publication date	6442.006	Records selected for architectural, historical, and technological significance (see definitions). Records include: (1) Project description, location, construction costs and performance schedules; (2) "As-built" architectural and engineering drawings (selected to adequately depict the principal architectural and engineering features); (3) Photographs of completed projects; and (4) Construction Completion Reports.	[A Department of Energy schedule was previously referenced by the series code. DOE items are not authorized to be superseded by WAPA.]	PERMANENT. Offer to NARA when file is inactive.	Headquarters Design and Engineering (A7900) Lakewood, CO

Item	Bucket Title	New Retention	Series Level Cutoff	Current Series Item	Current Series Title and Description	Superseded Authority	Superseded Retention	Office of Record for Permanent Records
DAA-0201-2020-0003-0003	Significant Engineering and Construction Records.	Permanent. Transfer to NARA 15 years after cutoff.	Publication date	6450.002	Final geological reports with supporting maps and logs.	(N1-201-86-1, PSF-17b)	PERMANENT. Offer to NARA when 25 years old.	Responsible Regional Engineering and Construction Office