

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

REVISED 10/11/77

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of the Interior

2. MAJOR SUBDIVISION
National Park Service

3. MINOR SUBDIVISION
Denver Service Center - Technical Information Center

4. NAME OF PERSON WITH WHOM TO CONFER
Lenora De Rossi

5. TEL EXT
523-5086

LEAVE BLANK	
JOB NO	
NC1 79 79 1	
DATE RECEIVED	
OCT 19 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 12-5-78	<i>James E. O'Neill</i> Archivist of the United States
ACTING	

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10/10/78	<i>Lenora De Rossi</i>	<i>Records Officer, NPS</i>		
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
	<p>The Technical Information Center (TIC) of the Denver Service Center (DSC) is the central depository for all planning, design, and construction drawings, and all planning and development documentation for the Service. This schedule provides disposition instructions for original and acquired graphics (maps, drawings, etc.) Servicewide.</p> <p><u>NOTE:</u> Planning and development technical reports that contain maps, charts, plans, drawings, and other graphics, are scheduled in the National Park Service Records Management Guideline, Appendix B, NPS-19, Release 1.</p> <p>The following are definitions of terms:</p> <ol style="list-style-type: none"> <u>Original</u> -- The original drawing, which is prepared with pencil or ink on drawing paper, cloth, or polyester base material. <u>Map</u> -- A graphic representation, at a reduced scale, of selected cultural or physical features of the earth or other planetary body. A map shows conditions as they exist or existed; it does not show proposed changes. <u>Plan</u> -- A design for the alteration of existing conditions. 			

29 items

115-107 to All ERC's, NNF, NNTS, & agency, 12/12/78
except St. Louis
NNB

MS 12-22-78

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1	<p>4. <u>Drawing</u> -- A graphic depicting conceptual as well as precise measured information essential to the design and construction of structures, utility systems, roads, and equipment.</p> <p>5. <u>Official record</u> -- The original, or copy designated as "official," together with revisions thereto, of a map, drawing, or related technical document. The revised, up-to-date record should be kept on the original drawing or on a photographic duplicate.</p> <p>6. <u>Permanent record</u> -- A record that has been scheduled for permanent retention in the National Archives because of its value for purposes of historical or other research, functional documentation, or protection of individual rights.</p> <p>7. <u>Current record</u> -- Record used by NPS in its day-to-day operations.</p> <p>8. <u>Office of record</u> -- Office designated as repository for the official record for a specified operation.</p> <p>9. <u>Record copy</u> -- The original, or designated duplicate copy, of a document intended to be the official record of an action taken by the Federal Government.</p> <p>10. <u>Non-record material</u> -- Duplicate copies, utilized by various offices, of the documents and drawings maintained by the Denver Service Center.</p> <p><u>Design and Construction Records.</u> These records are used for the planning, development, construction, and maintenance of buildings and facilities in the Parks. The records may include specifications and other contract documents, and may be prepared by NPS, A&E contractors, or by a professional staff employed by concessioners, or by another agency. Records created prior to January 1, 1921, must be offered to NARS before applying the disposition instructions in this schedule. (Arranged by park, thereunder in numerical order.)</p> <p>A. <u>Models.</u> 3-dimensional, reduced-scale models prepared for illustrative or presentation purposes.</p> <p>Submit SF-115, Request for Records Disposition Authority, to NARS, prior to disposal of records. Disposal not authorized. Submit SF-258, Request to Transfer - Approval and Receipt of Records, when no longer needed for administrative purposes. Any records not accepted by NARS for permanent retention will become immediately disposable.</p>		

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	<p>B. <u>Acquired Design and Construction Drawings.</u> Architectural drawings not created by NPS engineering units but transferred to NPS custody by previous owner of building or facility (for example--Ellis Island and Boston Navy Yard).</p> <p>PERMANENT. Offer original drawings to NARS immediately upon microfilming and verification of film quality. Do not alter original drawings in any way prior to transfer to NARS. Drawings not selected by NARS for permanent retention may be altered or otherwise disposed of by NPS.</p> <p>C. <u>Comprehensive design drawings, preliminary drawings, site plans, and presentation drawings (artistic renderings).</u></p> <p>1) Renderings selected by DSC/TIC_A^{Historical Architects} for architectural, historical, and technological significance.</p> <p>PERMANENT. Offer to NARS 5 years after completion of the project or when the as-constructed drawings have been completed for a project.</p> <p>2) Other drawings selected by DSC/TIC_A^{Historical Architects} for architectural, historical, and technological significance.</p> <p>PERMANENT. Offer to NARS 5 years after completion of the project or when the as-constructed drawings have been completed for a project.</p> <p>3) Files not selected for permanent retention.</p> <p>Destroy in agency when no longer needed for administrative purposes.</p> <p>D. <u>Construction drawings.</u></p> <p>1) If converted into as-built drawings.</p> <p>Destroy in agency upon completion of project or when as-built drawing is completed.</p> <p>2) If not converted into as-built drawing. (Use disposition instructions in 1G.)</p>	<p><i>0.5/yr.</i></p> <p>1</p> <p>.5</p> <p>1</p> <p>1</p>	

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	<p>E. <u>Addenda and change orders</u> (When in a drawing or graphic format), and shop drawings.</p> <p>Destroy when included as part of the as-constructed set of drawings and microfilmed. Before destroying shop drawings, be sure the area has copies of this information for its maintenance file.</p> <p>F. <u>Specifications.</u></p> <p>1) Files selected by DSC/TIC^{Historical Architects} for architectural, historical, and technological significance.</p> <p>PERMANENT. Offer to NARS when file is inactive.</p> <p>2) Files not selected for permanent retention.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>G. <u>As-built Construction Drawings.</u> These drawings form a graphic record of the finished product.</p> <p>1) Architectural-engineering drawings pertaining to the restoration, renovation, or stabilization of historic structures, selected by DSC/TIC for architectural, historical, or technological significance.</p> <p>PERMANENT. Offer to NARS when ³⁰50 years old or when no longer needed for reference, whichever is sooner.</p> <p>2) Other drawings selected by DSC/TIC^{Historical Architects} for architectural, historical, or technological significance.</p> <p>PERMANENT. Transfer to FARC, Denver, upon filming and verification of film quality. Offer to NARS when no longer needed for administrative purposes.</p> <p>3) Drawings not selected for permanent retention.</p> <p>Transfer to FARC, Denver, upon filming and verification of film quality. Destroy when no longer needed for administrative purposes.</p>		<p>45 encls / yr.</p>

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2	<p>H. <u>Completion Report.</u></p> <p>Transfer to FARC when 6 years old. Destroy when 15 years old.</p> <p>I. <u>Permit Drawings.</u></p> <p>Destroy 6 years after expiration of permit.</p> <p>J. <u>Radio System Drawings.</u></p> <p>Transfer to FARC when 6 years old. Destroy when 15 years old.</p> <p>K. <u>Microfilm Copy, (Arranged by Park, thereunder in numerical order).</u></p> <p>1) DSC/TIC Set. (This is the only complete set)</p> <p>PERMANENT. Offer to NARS when no longer needed for administrative purposes.</p> <p>2) All other offices, all other copies.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>L. <u>Indexes to Microfilm Set (computer printouts).</u> Includes numerical index (shelflist), location index, and subject indexes.</p> <p>1 copy</p> <p>PERMANENT. Offer to NARS with related microfilm set. All other copies may be destroyed in agency when related film is destroyed, or when index is no longer needed for reference.</p> <p><u>Cartographic, Remote-Sensing Imagery, and Related Records.</u> Records include maps, charts, photomaps, atlases, computer-generated maps, survey field notes, geodetic controls, aerial photography, and other visual images taken from airborne or spaceborne vehicles; and related indexes. (Arranged by park, thereunder in numerical order.)</p>		

.5 copy / yr

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	<p>A. <u>Maps and charts</u> having NPS drawing numbers (includes topographic maps, boundary surveys, monumenting drawings, land status maps, and land acquisition plans.) NOTE: If these are generated outside DSC, send copy to DSC/TIC for microfilming, indexing, and inputing to computer base file.</p> <p>1) Original records.</p> <p style="text-align: center;">30</p> <p>PERMANENT. Offer to NARS when 50 years old or when no longer needed for administrative purposes, whichever is earlier.</p> <p>2) Microfilm copy.</p> <p>a) Master.</p> <p>PERMANENT. Offer to NARS when no longer needed for administrative purposes.</p> <p>b) All other copies.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>B. <u>Aerial Photographs.</u> This information is indexed and inputed to the computer system. Three products are included in the TIC: film, prints, and indexes (spot or photo showing flight lines and frame identification). These products could be in color, black and white, or infra-red color. Only the indexes are put on microfilm; not the prints.</p> <p>1) Original or master negatives.</p> <p>PERMANENT. Offer to NARS when no longer needed for administrative purposes.</p> <p>2) Copy negatives, internegatives, rectified negatives, and glass plate negatives.</p> <p>a) Annotated.</p> <p>Submit SF-115 on a case-by-case basis for individual evaluation, prior to disposition of records. Disposal not authorized. Submit SF 258, Request to Transfer - Approval and receipt of records when no longer needed for administrative purposes. Any records not accepted by NARS for permanent retention will become Four copies, including original, to be submitted to the National Archives immediately disposable.</p>		1 copy/yr

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	<p>b) Unannotated.</p> <p>Destroy in agency when no longer needed for reference.</p> <p>3) Prints</p> <p>a) Annotated.</p> <p>Submit SF-115 on a case-by-case basis for individual evaluation, prior to disposition of records.</p> <p>b) Unannotated.</p> <p>Destroy in agency when no longer needed by agency for reference purposes.</p> <p>4) Indexes (Both paper and film).</p> <p>Disposition is to be in accordance with records to which they relate.</p> <p>C. <u>Field Survey Notebooks and Boundary Survey Notebooks.</u></p> <p>PERMANENT. Offer to NARS no more than 10 years after completion of project.</p>		<p>Approval and</p> <p>Request for Transfer - become immediately disposable.</p>
<p><u>NOTE:</u> Most design offices in the design development process prepare preliminary drawings that are converted after approval into working or construction drawings, and a duplicate copy of the preliminary drawing is put into files as a record copy. The duplicate record copy in the Denver Service Center is 35mm microfilm; in other Park Service offices that do not have microfilm equipment, it may be a mylar duplicate or a paper print.</p> <p>The original preliminary drawing is then used in the construction set of drawings and may have more detailed information added to it. The same is true when preparing the as-constructed set of drawings. The construction set is corrected to reflect change orders, addenda, and shop drawings, as well as the final information depicting the way a facility or item was actually built. By following this procedure, the changes are always made to the original set of drawings and not second or third generation reproductions. The as-constructed drawings are a very important set of drawings in the design and construction process, as they represent a graphic record of the finished product. The as-constructed set is</p>			

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	<p>to be used for the maintenance and modification of the facility, and it should be kept current and up-to-date by the originating office.</p> <p><i>The agency certifies that the permanent records described on this form are microfilmed in accordance with 41 CFR 101-11.504. "Military specifications" are followed, as per ^{41 CFR} 101-11.504-1a(5). In no case is microfilm scheduled to be retained permanently <u>as a substitute</u> for the original paper; both paper and film are to be retained permanently.</i></p> <p><i>DSC/TIC should consult NPS architectural historians during the selection process described in C1, C2, F1, and G2</i></p>		