

WITHDRAWN 12/19/00

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Interior

2. MAJOR SUBDIVISION
Bureau of Reclamation

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Debbi Fugal

5. TELEPHONE
303-445-2049

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-115-99-1

DATE RECEIVED
6-2-99

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 5/13/99

SIGNATURE OF AGENCY REPRESENTATIVE: Debbi Fugal

TITLE: Records Management Analyst

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Project Development and Power Management Drawings and Design Data</p> <p>All changes to this proposed schedule have been approved by:</p> <p>NARA Appraiser _____ Date _____</p> <p><u>Debbi Fugal</u> <u>5/13/99</u> Agency Representative Date</p>		

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PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Disposition
PRJ-27.00	<p>Drawings</p> <p>Drawings and design data prepared and used in the design, construction, operations and maintenance of Reclamation projects, including those created for features, facilities, and structures owned or constructed by private parties or other agencies. Also includes drawings of features, facilities, and structures transferred to Reclamation or administered jointly. Includes standard drawings, contractor drawings, or manufacturer's drawings of equipment and physical features used, installed, operated, or maintained by Reclamation.</p> <p>Office of record/origin</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Note:</i></p> <ul style="list-style-type: none"> ▶ <i>Transfer record to the Federal Records Center or National Archives in numerical order by project.</i> ▶ <i>Generate a project index with each new drawing accession or accretion. The index must include the project name, drawing number, structure/ feature name, title, original and current date, revision number, and status such as active, superseded, void, etc.</i> ▶ <i>Retain a master and a duplicate set of the drawing microfilm in the agency for reference use.</i> ▶ <i>Use respective contract case file or project file for drawing transmittal letters.</i> ▶ <i>Use RIM-4.10 for indexes of numbers issued and indexes of completed drawings.</i> ▶ <i>Use RIM-4.20 for SF-135 and SF-258.</i> ▶ <i>Use appropriate feature case file for Design Data.</i> </div>	<p><u>Permanent.</u></p> <p><u>Paper</u> - Retain in agency for 10 years after creation or as volume warrants. Transfer original, revisions or designated copies not filmed to FRC. FRC transfer to Archives 25 years after receipt. Retain a working copy, regardless of format, for local reference and revision.</p> <p style="text-align: center;">- or -</p> <p><u>Microfilm/Aperture Card</u> - Retain in agency for 1 year after creation. Transfer master and one duplicate to Archives. Retain working copy of microform for local reference and revision. Destroy paper upon verification of quality standards and data entered into a reference/retrieval system for tracking purposes.</p> <p><u>Electronic</u> - Convert electronic version to paper or microfilm upon approval and signature. Transfer to Archives as described above for respective media. Retain electronic working copy for local reference and revision. Destroy electronic file upon revision.</p>

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PROJECT DEVELOPMENT AND POWER MANAGEMENT

Class Code	Description	Disposition
	<p>Drawings - continued</p> <p>Classification Code Cross Reference: Post 1989 - IRM-14.00 PRJ-9.00 Post 1972 - 502.0 503.0 Pre 1972 - 213.0 502.0 502.1</p>	<div data-bbox="933 415 1430 688" style="border: 1px solid black; padding: 5px;"><p><i>Note:</i></p><ul style="list-style-type: none">▶ <i>Destroy marked prints of drawings when no longer needed for reference or obsolete.</i> ▶ <i>Retain indexes for all accessions and accretions permanently for future reference.</i></div>

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