

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-104-00-4</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>9-6-2000</i>	
1 FROM (Agency or establishment) Department of the Treasury		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION United States Mint			
3 MINOR SUBDIVISION Office of Management Services			
4 NAME OF PERSON WITH WHOM TO CONFER George F. Bamford	5 TELEPHONE 202-354-7737	DATE <i>8-16-01</i>	ARCHIVIST OF THE UNITED STATES <i>John L. Paul</i>
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 <u>2</u> 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,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE August 31, 2000	SIGNATURE OF AGENCY REPRESENTATIVE George F. Bamford <i>George F. Bamford</i>	TITLE Records Management Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<u>BUILDING AND EQUIPMENT RECORDS</u> Architectural and Engineering Drawings a. Records consisting of original architectural and engineering drawings of United States Mint facilities at San Francisco, CA; Denver, CO; West Point, NY; Philadelphia, PA; Fort Knox, KY; and the Mint Headquarters Buildings in Washington, DC. The Drawings include detailed information on the design and construction of the facility such as preliminary design drawings, presentation drawings and perspective views, final working drawings and as-built drawings, artistic drawings, shop drawings, standard drawings, repair and alteration drawings, selected contract negotiation drawings, measured drawings of existing facilities, and project specifications as defined in notes at the end of this schedule.		

SH 8/21/01 Sent to Agency, NWMD, NWME, NWMA, NWC, NWCT, NR

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Disposition: Permanent. Transfer to the National Archives upon closing of building. See notes below.		
	b. Electronic Versions (Computer Assisted Design-CAD). Disposition: Temporary. CAD versions of permanent drawings should be kept current and (if possible) migrated to updated computer applications. Upon closing of the facility or when no longer needed for administrative or updating purposes, these versions may be deleted after a copy is generated and placed in a recordkeeping system.		

Notes:

1. Following are definitions of types of drawings referred to in description of records:

Preliminary Design Drawings. Any drawings and sketches that are conceptual and are part of the design phase rather than of the actual construction. These are typically freehand studies that show the basic design, including the arrangement of rooms, the general appearance of elevations, and the floor plans

Presentation drawings and perspective views. Pictorial design drawings, such as color renderings and perspective views of the proposed building or project. These drawings are frequently of great interest to architectural historians because of their aesthetic appeal

Final Working Drawings and As-built drawings. Master tracings or reproducible that show the details of construction, including "as-built" drawings that show any changes from the original design that were made as construction proceeded. These records are of great documentary importance because they show the building as it actually appeared. In some files, the as-built drawings are interfiled with final working drawings, or have replaced the final working drawings. Plans of permanent value include site and landscaping, floor plans, interior and exterior elevations, sections, and ornamental and structural plans. Intermediate or pre-final working drawings are disposable if they are superseded by final or as-built drawings.

Artistic Drawings. All artistically rendered drawings, watercolors, and similar original artwork, or a representative sample from a file of such artwork, and drawings that show the decorative parts of buildings such as sculpture; terracotta; ironwork; stonework; furniture, lamp, and door designs; stained-glass windows; and surface paint decorations should be permanently saved

Shop Drawings. Detailed drawings of parts of the building prepared by construction contractors or subcontractors; drawings by manufacturers of products that require assembly; and drawings of architectural embellishments and interior-design elements such as tile and marble work, special cabinetry, and important mechanical parts such as elevators are permanent.

Standard Drawings. Final drawings of standard details that depict the structure or appearance of the building are permanent

Repair and Alteration Drawings. Drawings that depict repairs or changes in the structure or appearance of the building after construction are permanent.

Selected Contract Negotiation Drawings. Drawings on which contract negotiations are based are considered permanent only if they meet the following criteria: they relate to buildings considered to be historically, architecturally, or technologically significant; they show the physical structure or appearance of the building or its site; and they are not superseded by later final working drawings or as-built drawings. Drawings selected for permanent retention should be separated from accompanying contractual papers, which are disposable under the General Records Schedule

Measured Drawings of Existing Facilities. Precise drawings that have been made of existing historical structures

2 Copies of other documents that may further describe specifications and shed light on any proprietary information which could require special handling and access requirements should be included with any drawings transferred to the National Archives.

3 Since the architectural drawings will be held at Mint facilities for an extended number of years, they must be adequately protected. All original drawings considered to be permanent will be stored flat in map case type file equipment in acid free folders. Storage temperature should be between 55 and 68 degrees Fahrenheit with the relative humidity between 55 and 65 percent. To further protect the originals, they should not be used for day-to-day building operations. Copies should be made for this purpose.