

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO. <u>N1121-92-2</u>	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <u>8-19-92</u>	
1. FROM (Agency or establishment) <u>General Services Administration</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION <u>Office of Administrative Programs and Support</u>			
3. MINOR SUBDIVISION <u>Information Collection Management Branch</u>			
4. NAME OF PERSON WITH WHOM TO CONFER <u>Mae Simms</u>	5. TELEPHONE EXT. <u>501-2938</u>	DATE <u>8/20/96</u>	ARCHIVIST OF THE UNITED STATES <u>WITHDRAWN</u>
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 15 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <u>8/7/92</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE  <u>Mary Cunningham</u>	D. TITLE <u>Chief, Information Collection Management Branch (CAIR)</u>
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p><u>Design and Construction Program Records</u></p> <p>Records descriptions and revised disposition schedules are contained in the attached chapter 42 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>		<p style="text-align: center;">WITHDRAWN</p> <p style="text-align: center;">WITHDRAWN</p>

## CHAPTER 42. DESIGN AND CONSTRUCTION PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for Federal building design and construction program records. These instructions are contained in:

- a. Appendix 42-A. General Design and Construction Records
- b. Appendix 42-B. Design and Construction Contracting Records  
Withdrawn by CHGE (see apps. 42-B and 13-C).
- c. Appendix 42-C. Design and Construction Drawing and Specification Records
- d. Appendix 42-D. Design and Construction Project Supervision Records
- e. Appendix 42-E. Construction Engineer and Branch Records
- f. Appendix 42-F. District of Columbia Grant-In-Aid Program Records
- g. Appendix 42-G. Design and Construction Performance Evaluation and Advance System Program Records (Reserved)

2. Microfilming records. The records described in this chapter may be converted to microfilm and the original paper records destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program (OAD P 1882.1), chs. 3-1 and 3 and 4-3 and 4, are met.

3. Electronic records.

a. The temporary records described in this chapter that are outputs of systems scheduled in chapter 27 of this handbook are eligible for disposal in both hard copy and electronic form. Electronic records designated for permanent disposition must meet the requirements outlined in chapter 4 for transfer to the National Archives.

b. The terms "document" and "information," used throughout this chapter, refer to electronic as well as textual (paper) records.

c. If temporary textual, microfilm, or electronic records described in this chapter are produced by a data base management system, the data base must be separately scheduled in chapter 27 of this handbook.

(Date signed)

OAD P 1820.2 CHGE

This appendix provides documentation, maintenance, and disposition instructions for files relating to general design and construction (D&C) functions. For the purpose of this appendix, the term "general D&C" applies to design and construction matters in general and to files accumulated by committee, panels, and special groups established to review, evaluate, advise on, and report on, architect-engineer (AE) qualifications and services, and project priorities. It also applies to files documenting the control of Great Seals and document exhibit cases, construction material and equipment research, and similar matters which, because of their general nature, cannot logically be filed with records described in other appendixes of this chapter.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
42A1.	<u>Design and construction general correspondence (---)</u> . Correspondence relating to general construction management matters which can not be filed with the more specific files described in this chapter. Use this paragraph instead of subpar. 9C1a.	
	a. Central Office.	Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 7 years later.
	b. Other offices.	Cut off at end of fiscal year; destroy 2 years later.
42A2-42A3.	<u>Reserved.</u>	
42A4.	<u>Design and construction project planning records (---)</u> . Documents accumulated during the preliminary planning and programming of potential projects. Included are site surveys, prospectuses, feasibility studies, sketches, preauthorization estimates, and related records. Upon authorization of a project, the material in this file which is relevant to the project shall be transferred to the design concept drawings file, 42C1.	Upon authorization of project, transfer to 42C1; destroy irrelevant records.
42A5	<u>PBS Project Review Committee Records (NN-171-42)</u> . Documents accumulated in reviewing and advising on construction and alteration program progress and projects, including project schedules and priorities. Included are records of committee meetings, PBS Agenda Staff meetings, copies of recommendations and evaluations, reports, and related records.	
	a. Committee chairmen's files.	Permanent. Cut off at the end of fiscal year; hold 5 years and retire to FRC. Offer to NARA when 10 years old.
	b. Other members' files.	Destroy when no longer needed.

OAD P 1820.2 CHGE

(Date signed)

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
42A6-42A9.	<u>Reserved.</u>	
42A10.	Withdrawn by CHGE	
42A11-42A14.	<u>Reserved.</u>	
42A15.	<u>AE Evaluation and Deficiency Committee Records (NN-171-42)</u> . Documents accumulated in evaluating the professional qualifications, reputations, and registrations of candidates; and in collecting and reporting information about, and submitting recommendations for selecting architects and engineers for construction projects, and recommending remedies for deficiencies in designs, drawings, specifications, contract awards, and project supervision; exclusive of copies required for filing in the professional services contract files, par. 42B10. Included are deficiency and visit reports, reports of AE negligence; and committee minutes, source selection panel records, and related papers.	Remove and file in inactive file following completion of final action on the deficiency. Cut off inactive records at end of fiscal year; hold 2 years, and retire. Destroy after 4 additional years.
42A16-42A19.	<u>Reserved.</u>	
42A20.	Withdrawn by CHGE (see 42A15)	
42A21-42A24.	<u>Reserved.</u>	
42A25.	Withdrawn by CHGE (see app. 42D5)	
42A26-42A29.	<u>Reserved.</u>	
42A30.	<u>Design and Construction Research Records (NN-171-42)</u> . Documents accumulated in conducting , coordinating, and monitoring research on construction methods, materials, and equipment; engineering technology; and trends in architectural design. These research results are used in updating PBS guide specifications, design data, standard drawings, and technical handbooks. Included are studies, analyses, and reports; brochures and technical literature; and similar documents.	
	a. Records copies of reports of research	Permanent. Cut off at the end of fiscal year;

(Date signed)

OAD P 1820.2 CHGE

RECORD  
SYMBOLDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

	conducted or contracted for by Design and Construction.	hold 2 years, and retire to FRC. Transfer to NARA when 10 years old.
	b. Reports prepared by other agencies and commercial concerns, duplicate copies of reports of research conducted or contracted for by D&C, brochures and trade publications, and similar technical documents.	Destroy when superseded or obsolete.
	c. Other papers.	Cut off at the end of fiscal year; hold 2 years, and destroy.
42A31-42A34.	<u>Reserved.</u>	
42A35.	<u>Fixed equipment inspection records (NN-171-42).</u> Inspection reports and related documents reflecting the inspection of elevators, escalators, and dumbwaiters; pneumatic systems; boilers; pressure valves; high voltage electrical switchgear; and similar fixed equipment.	Cut off at the end of fiscal year; hold 2 years, and destroy, except that reports having potential research value may be retained until no longer needed.
42A36-42A39.	<u>Reserved.</u>	
42A40.	<u>Building general records (NN-171-42).</u> Documents accumulated by regional Design and Construction Divisions that relate generally to individual building, but no documents pertaining to specific construction, contract projects or other documents described elsewhere in this chapter.	Destroy when building is sold, traded, donated or demolished. Transfer to NARA for determination of continued historical value.  NOTE: Copies may be transferred to new owner or custodian, nongovernmental owners on request.

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OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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This appendix provides maintenance and disposition instructions for files accumulated in awarding and administering contracts for the design and construction of Government-owned or -operated buildings. For the purpose of this appendix, the term "construction" is defined to include construction of new buildings; the extension, remodeling, conversion, alteration, and repair of Government-owned or -operated buildings; and associated work related to building grounds.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
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42B1.	Withdrawn by CHGE (see par. 13C60).	
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42B2- 42B4.	<u>Reserved.</u>	
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42B5.	Withdrawn by CHGE (see par. 13B15).	
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42B6- 42B9.	<u>Reserved.</u>	
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42B10.	Withdrawn by CHGE (see par. 13C25).	
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42B11- 42B14.	<u>Reserved.</u>	
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42B15.	Withdrawn by CHGE (see par. 13C25).	
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Note: See also paragraph 42C30, D&C drawing and specifications.

(Date signed)

OAD P 1820.2 CHGE

This appendix provide maintenance, and disposition instructions for drawing and specification files used in the design and construction of Federal buildings. For the purpose of this appendix the term "construction" is defined to include construction of new buildings; extension, remodeling, conversion, alteration, and repair of Government-owned or operated buildings; and associated work related to equipment and grounds.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
42C1.	<u>Design concept drawings (NN-173-42).</u> Reproducible drawings depicting site plans; floor and roof plans; elevations; transverse and longitudinal sections; basic designs; circulation areas; entrances; stairways; elevators, if any, space assignments; mechanical and electrical equipment spaces; rest rooms; stacks; wire closets; column locations; grades; and story heights.	Place in inactive file following completion of construction contract or when contract is terminated. Cut off inactive file at the end of fiscal year, hold 2 years, and retire. Destroy after 8 additional years.
42C2- 42C4.	<u>Reserved.</u>	
42C5.	<u>Tentative drawings (NN-173-42).</u> Drawings which expand the diagrammatics into the initial comprehensive presentation of the basic design. These drawings identify rooms and spaces; special space requirements; unusual mechanical, electrical, or structural needs; floor dimensions; ceiling heights; details of exterior walls; and similar data.	Place in inactive file following completion of construction contract or when contract is terminated. Cut off inactive file at the end of fiscal year, hold 2 years, and retire. Destroy after 8 additional years.
42C6- 42C9.	<u>Reserved.</u>	
42C10.	<u>Design data drawings (NN-173-42).</u> Drawings prepared for use in developing project drawings and in communicating project design requirements for bid and contract documents. Included are design and data drawings and documents created in their preparation.	Destroy when no longer needed.
42C11- 42C14.	<u>Reserved.</u>	
42C15.	<u>Standard detail drawings (NN-173-42).</u> Drawings reflecting standard design requirements for use in developing contract plans and specifications. Copies of these drawings may supplement or become part of the bid or contract documents. Included are standard detail drawings and documents created in their preparation.	Destroy when no longer needed.
42C16- 42C24.	<u>Reserved.</u>	
42C25.	Withdrawn by CHGE	
42C26- 42C29.	<u>Reserved.</u>	

OAD P 1820.2 CHGE

(Date signed)

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
42C30.	<p><u>Original building drawings and project specifications (- - -)</u>. Record sets of architectural and engineering drawings including master tracings and acceptable reproducibles relating to design and construction of Federal Buildings and construction, extensions, conversion, remodeling, repair, and improvement projects. Specifications describe material requirements for the project and prescribe the materials and manufactured items depicted on the related drawings. Including bound sets of blueprints for construction of and changes to buildings.</p> <p>a. Drawings and specifications of all buildings EXCEPT: warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.</p>	<p>Permanent. Place in inactive file on completion of building sale, donations or demolition. Cut off inactive file at end of fiscal year. Retire to FRC when microfilm or duplicate copy is verified. Transfer to NARA 10 years after cutoff.</p> <p>NOTE: These original drawings and specifications are permanent records and may <u>not</u> be transferred to new, nongovernment owners of buildings. Provide copies to new owners on request.</p>
	<p>(1) Drawings and specifications that have <u>not</u> been microfilmed or otherwise duplicated.</p>	<p>Permanent. Place in inactive file at end of fiscal year. Retire to FRC when microfilm or duplicate copy is verified. Transfer to NARA 10 years after cutoff.</p>
	<p>(2) Drawings and specifications that have been microfilmed or otherwise duplicated.</p>	<p>Permanent. Place in inactive file at end of fiscal year. Retire to FRC when microfilm or duplicate copy is verified. Transfer to NARA 10 years after cutoff.</p>
	<p>b. Drawings and specifications of warehouses, parking garages, machine shops, outbuildings used for storage and maintenance equipment, and guard sheds constructed after 1950.</p>	<p>Place in inactive file on completion of building's sale, trade, donation or demolition. Cut off at end of fiscal year. Destroy when no longer needed, whichever is first.</p> <p>NOTE: These drawings may be transferred to new, nongovernmental owners of buildings on request.</p>
	<p>c. Blueprints of electrical, plumbing, heating or air conditioning systems (GRS 17/4).</p>	<p>Destroy when superseded or no longer needed for administrative purposes.</p>
42C31-42C39.	<u>Reserved.</u>	



(Date signed)

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
42C40.	Withdrawn by CHGE (see 42C30)	
42C41- 42C44.	<u>Reserved.</u>	
42C45.	Withdrawn by CHGE (see 42C30)	
42C46- 42C49.	<u>Reserved.</u>	
42C50.	<u>Shop drawing controls (NN-173-42).</u> GSA Forms 2400, Shop Drawing Record, comparable forms, letters to contractors, and related documents reflecting the drawings submitted, approved, disapproved, and resubmitted for each project.	Cut off at completion of construction contract; hold 3 years and retire to FRC. Destroy 8 years after cutoff.
42C51- 42C54.	<u>Reserved.</u>	
42C55.	<u>Shop drawings (NN-173-42).</u> Architectural, structural, and mechanical or electrical drawings prepared by manufacturers of products to be made or assembled in their shops. They are also prepared as guides for assembling products at the job site.	Cut off at completion of construction contract; hold years and retire to FRC. Destroy 8 years after cutoff.
42C56- 42C59.	<u>Reserved.</u>	
42C60.	<u>Outline floor plans (NN-173-42).</u> Drawings depicting skeleton floor plans for buildings and building improvement, alteration, extension, and conversion projects which are for use in the assignment of space. Included are plastic reproducibles and reproduced plans, including other plans and sketches created in their preparation. <ul style="list-style-type: none"> <li>a. Reproducibles.</li> <li>b. Plans and sketches used in preparation of reproducibles.</li> <li>c. Reproduced plans.</li> </ul>	<ul style="list-style-type: none"> <li>Destroy when superceded or when building is sole, traded, or demolished.</li> <li>Destroy after the reproducibles are approved.</li> <li>Destroy when no longer needed.</li> </ul>
42C61- 42C64.	<u>Reserved.</u>	
42C65.	<u>Guide and standard specifications (NN-173-42).</u> Documents relating to the preparation, coordination, and issue of guide and standard specifications governing basic requirements and quality standards	Destroy when no longer needed

OAD P 1820.2 CHGE

(Date signed)

RECORD  
SYMBOLDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

for the selection and use of construction material and equipment. Included are copies of the issued guide and standard specifications and related documents.

42C66-  
42C69.Reserved.

42C70.

Withdrawn by CHGE  
(see 42C30)

(Date signed)

OAD P 1820.2 CHGE

This appendix provides description of, and maintenance and disposition instruction, drawings, specifications, computations, and other technical/project files which are used in supervising the design and construction of Federal buildings, and having a technical reference value to regional Construction Management Divisions for the completed construction projects. This reference source is used in planning and designing future projects. For the purpose of this appendix the term "construction" is defined to include construction of new buildings; extension, remodeling, conversion, alteration, and repair of Government-owned or operated buildings; and associated work related to equipment and grounds.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
42D1.	<u>Project control schedule records (NN-173-42)</u> Documents accumulating in scheduling and reporting progress on construction projects. These records are accumulated by schedule and control representatives and offices generating feeder information. This paragraph is not applicable to records described in chap. 13.	
	a. Schedule and control representatives' files.	Place in inactive file following completion of project. Cut off inactive file in 5-year blocks and retire to FRC. Destroy after 5 additional years.
	b. Other offices.	Destroy when no longer needed.
42D2- 42D4.	<u>Reserved.</u>	
42D5.	<u>D&amp;C project records ( - - ).</u> Documents accumulated in planning, designing, and supervising the construction, conversion, extension, remodeling, alteration, and repair of buildings and grounds. Included are preconstruction conference reports, change estimates and orders, specification clarifications, drawing approvals and rejections, inspection reports, and documents in correlated records requirements for, authorizing contracts for supply of, and the ordering of, Great Seals of the United States and Historical document exhibit cases, regional requirements, contract authorizations (to FSS), copies of contracts, sets of seals, and related records.	Cut off at the end of fiscal year; hold 2 years, and retire to FRC. Destroy 8 years later.
42D6- 42D9.	<u>Reserved.</u>	
42D10.	<u>Project costs estimates records (NC-173-42-).</u> Documents accumulated in preparing and reviewing cost estimates for proposed projects and for authorized building design, construction, modification, remodeling, and lease restoration projects. Included are preauthorization estimates, project feasibility confirmations, sketches, detailed estimates, and related records.	Remove and file in inactive file following completion of contract by acceptance of all work and material, termination of the contract, or disapproval of the project. Cut off at end of fiscal year, hold 3 years and retire to FRC. Destroy 7 years later. Earlier retirement is authorized.

OAD P 1820.2 CHGE

(Date signed)

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
42D11-42D14.	<u>Reserved.</u>	
42D15.	Withdrawn by CHGE	
42D16-42D19.	<u>Reserved.</u>	
42D20.	Withdrawn by CHGE	
42D21-42D24.	<u>Reserved.</u>	
42D25.	<u>Structural project records (- - -)</u> . Records containing structural engineering data related to existing and proposed Federal buildings. Included are foundation investigation reports, soil tests and boring data, drawings and topographical survey reports, details of building approaches and landscaping; and electrical, mechanical, air conditioning, and elevator details, site survey reports, construction data, correspondence, and related records.	Destroy when building is sold, traded, donated or demolished. If requested, acceptable copies may be made and turned over to the new owner or custodian. The records shall be offered to the National Archives and Records Administration for determination of continued historical value.
42D26-42D29.	<u>Reserved.</u>	
42D30.	<u>Structural computations (NN-171-42)</u> . Documents, prepared manually or by computer, tapes, or microforms showing summaries of engineering computation for structural framings and foundations, including design loadings and assumptions, design techniques, unit loadings, summaries of estimated cost details abstracted from other records and used for reference during project construction, and related materials.	Place in inactive file when contract is completed, hold 2 years, and retire to FRC. Destroy when building is sold, traded, donated, or demolished; transfer to new owner or custodian if requested.
42D31-42D34.	<u>Reserved.</u>	
42D35.	<u>Mechanical and electrical computations (NN-171-42)</u> . Documents prepared manually or by computer showing engineering computations for the various mechanical and electrical systems in the building, including heating and air-conditioning loads, electrical connection loads, electrical maximum demands, incoming electrical services, illumination levels, plumbing loads, and elevator requirements.	Place in inactive file when contract is completed, hold 2 years, and retire to FRC. Destroy when building is sold, traded, donated, or demolished; transfer to new owner or custodian if requested.

(Date signed)

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
42D36-42D39.	<u>Reserved.</u>	
42D40.	<u>Construction progress photographs (NN-171-42)</u> Photographs taken during construction, extension, and alteration to show various degrees of progress being made on a project.	
	a. Record set.	Permanent. Place in inactive file when contract is completed. Cut off inactive file in 5-year blocks, hold 5 years, and retire to FRC. Offer to NARA when 10 years old.
	b. Other copies.	Destroy when no longer needed.
42D41-42D44.	<u>Reserved.</u>	
42D45.	<u>Final construction photographs (NN-171-42).</u> Photographs of completed projects accumulated for historical purposes.	
	a. Record set.	Permanent. Cut off in 5-year blocks, hold 5 years, and retire to FRC. Offer to NARA when 10 years old.
	b. Other copies.	Destroy when no longer needed.

(Date signed)

OAD P 1820.2 CHGE

This appendix provides descriptions of, and maintenance and disposition instructions for, contract/project records accumulated by construction engineers (CE) at construction sites and in construction branches. The documents in these files are duplicates of documents filed in the official construction contract/project files. In this connection, CE's and construction branches will make copies (yellow) of all correspondence for the official file. The originals of all contractors' correspondence will likewise be forwarded for including in the official contract/project file. Furthermore, duplicate contract/project files shall not be established in construction branches when the official contract/project file is readily available for reference. CE and construction branch shall be established, subdivided, and disposed of in accordance with par. 42E1 of this appendix.

RECORD  
SYMBOL

DESCRIPTION OF RECORD

AUTHORIZED DISPOSITION

42E1.	<p><u>Construction engineer and branch records (NN-173-42).</u> Copies of documents showing actions taken from initiation to completion of a construction project. The subparagraphs below indicate representative examples of documents included in, provide some maintenance instructions for, and collectively constitute a guide for the subdivision of, construction engineer and Branch files.</p> <p>a. Administration.</p> <p>b. Funds.</p> <p>c. Payments to contractor.</p> <p>d. Equal employment opportunity (EEO).</p> <p>e. General correspondence.</p> <p>f. AE correspondence.</p> <p>g. Using agency correspondence.</p> <p>h. Safety.</p> <p>i. Purchase order, etc.</p> <p>j. Contract documents.</p> <p>k. Technical matters: C2-0330 - Concrete (structural), C2-0344 - (subnumbers correspond to contract index), C2-0420 - Masonry.</p> <p>l. Beneficial occupancy, turnover, guarantee.</p>	<p>Note: Short duration contracts and those for less than \$50,000 should be subdivided into two folders--one for shop drawings and the other for all other papers. The minimum subdivision for other small contracts are comprised of subparagraphs a, b, e, j, n, p, and t, below.</p> <p>Subsections under k and n correspond to the contract specification index.</p> <p>Destroy on completion of contract by acceptance of all work and material or on termination of the contract except that shop drawings shall be turned over to the buildings manager.</p>
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OAD P 1820.2 CHGE

(Date signed)

RECORD  
SYMBOLDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

- m. Meetings.
- n. Shop drawings:
  - C5-0330 - Concrete (structural),
  - C5-0344 - (subnumbered files generally used by CE, only),
  - C5-0420 - Masonry.
- o. Samples.
- p. Change orders, including related correspondence (Establish a separate file folder for each CE number or change order).
- q. Requests for proposals.
- r. Inspections.
- s. Diaries.
- t. Progress (progress meetings).
- u. Critical path method (CPM).
- v. Photographs.
- w. Reports to higher authority.

## OAD P 1820.2 CHGE

This appendix provides descriptions of, and maintenance and disposition instructions for, records documenting the District of Columbia (DC) Grant-In-Aid Program. The DC Grant-In-Aid Program is concerned with providing assistance in repairing, remodeling, relocating, renovating, extending, rebuilding, equipping, and furnishing nonprofit hospitals. These records are accumulated only by PBS, Central Office, and the Legislation authorizing the program expired in 1968.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
42F1.	<u>General DC Grant-In-Aid Correspondence (NN-171-42)</u> . Correspondence and other documents logically be filed in one of the more specific categories described elsewhere in the appendix. Use this instead of subpar. 9C1a.	Permanent. Cut off at the end of the fiscal year; hold 3 years, and retire to FRC. Transfer to NARA 10 years after cutoff.
42F2- 42F4.	<u>Reserved.</u>	
42F5.	<u>DC Grant-In-Aid Records (NN-171-42)</u> . Applications for, approvals of, and other documents concerned with, grants-in-aid to DC nonprofit hospitals. Included are applications, GSA offers, hospitals acceptance documents, cost data, and similar records.	Permanent. Cut off following completion of contract by acceptance of all work and material, or when contract is terminated; hold 2 years, and retire to FRC. Transfer to NARA 10 years after cutoff.
42F6- 42F9.	<u>Reserved.</u>	
42F10.	<u>Grant-In-Aid contract number controls (NN-171-42)</u> . Documents used in recording and controlling contract numbers assigned to DC Grant-In-Aid projects. Included are individual sheets, register books, or cards.	Destroy 2 years after date of last entry on sheet, register book, or card.
42F11- 42F14.	<u>Reserved.</u>	
42F15.	<u>Grant-In-Aid contract records (NN-171-42)</u> . Documents accumulated in the award and administration of contracts for DC Grant-In-Aid projects. Included are bid invitations, bid and award notices, contracts, plans and specifications, contractor payrolls, and other documents related to the contract.	Remove and place in inactive file following completion of contract by delivery and acceptance of all work and material, or when contract is terminated. Cut off inactive file at the end of fiscal year, hold 2 years, and retire. Destroy 4 years later.



(Date signed)

OAD P 1820.2 CHGE

RECORD  
SYMBOL

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION