

Request for Records Disposition Authority

Records Schedule Number **DAA-0573-2013-0001**
Schedule Status **Modified Approved Version**

Agency or Establishment **United States Institute of Peace**
Record Group / Scheduling Group **Records of the United States Institute of Peace**
Records Schedule applies to **Agency-wide**
Schedule Subject **Records Related to Headquarters Construction**
Internal agency concurrences will be provided **No**

Background Information **USIP is the independent, non-partisan conflict management center created by Congress in 1984 to prevent and mitigate international conflict without resorting to violence. USIP works to save lives, increase the government's ability to deal with conflicts before they escalate, reduce government costs, and enhance our national security.**

Planning for a new headquarters building for the United States Institute of Peace formally began in 1996, when negotiations with the Department of the Navy began to transfer Federal lands to USIP for their use. Construction began in 2008, and the building, located at 2301 Constitution Avenue, NW, opened for business on March 21, 2011. The planning and construction of the new building received major attention -- from Congress, the media, the public, and Federal agencies. Some of this was due to the location of the new headquarters on land formerly owned by the Department of the Navy, at the intersection of 23rd Street and Constitution Avenue, in view of the Lincoln Memorial, at the "war and peace corner" of the National Mall.

The building itself is 250,000 square feet, including offices, conference center, public exhibition space, two atriums, steel and glass roof structures, and parking and support space. It was built for upwards of \$125 million, and the construction project was managed by Stranix Associates, with Moshe Safdie and Associates as Architect, and Clark Construction as General Contractor. The records on this schedule relate to the entire headquarters project: planning, competition, design, implementation and opening. This schedule is intended to cover only those records created up to the point that the building opened; USIP will apply the GRS, or schedule separately, any building-related material created after opening.

NOTE: Photographs related to the construction, opening, and use of the headquarters building will be scheduled with all agency photographs in a subsequent schedule.

ACCESS: The records on this schedule have the following access restrictions: Building plans and other materials may have FOIA restrictions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	4	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0573-2013-0001

Sequence Number	
1	Design Sketch Drawings, Renderings and Simulations (Closed) Disposition Authority Number: DAA-0573-2013-0001-0001
2	Design Plans: Full Paper Copy (Closed) Disposition Authority Number: DAA-0573-2013-0001-0002
3	Design Plans: CAD versions (Closed) Disposition Authority Number: DAA-0573-2013-0001-0003
4	Architectural and Design Plans: Working and Reference Versions Disposition Authority Number: DAA-0573-2013-0001-0004
5	Design Competition and Implementation Records (Substantial Subject Files) (Closed) Disposition Authority Number: DAA-0573-2013-0001-0005
6	Design Competition and Implementation Records (Non-Substantial Subject Files) (Closed) Disposition Authority Number: DAA-0573-2013-0001-0006

Records Schedule Items

Sequence Number	
1	<p>Design Sketch Drawings, Renderings and Simulations (Closed)</p> <p>Disposition Authority Number DAA-0573-2013-0001-0001</p> <p>Approximately forty (40) oversized sketch drawings, renderings and simulations created during the design phase, documenting the conceptual and creative phases; used often as presentation drawings illustrating the final design and vision of the project. All are paper, mounted on foam/core board, of various sizes (ranging from 24" x 30" to "40 x 60"). These records include, but are not limited to, renderings of: roof, east facade, west facade, south faced, east/west facade, north facade, landscaping, exterior lighting, fountain, floor-plans (P2, P1, 1st, 2nd, 3rd, 4th and 5th floors); various "simulation" sketches of the interior space being used, as well as an aerial shot of the location.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Limited to oversized graphic materials.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the completion of all construction-related activities.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after cutoff.</p> <p>Additional Information</p> <p>First year of records accumulation 2005</p> <p>End year of records accumulation 2010</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2010</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown One-time transfer.</p>

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

2

Design Plans: Full Paper Copy (Closed)

Disposition Authority Number **DAA-0573-2013-0001-0002**

Two oversized rolls of full building plans, submitted by the Architect at the start of construction (volumes 1 and 2); includes all aspects of the design, from standard floor-plans and site-plans, to detailed engineering and structural schematics. Each volume is bound, composed of approximately 100 sheets.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Two large rolls of paper sheets.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the completion of all construction-related activities.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after cutoff.**

Additional Information

First year of records accumulation **2007**

End year of records accumulation **2007**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2007**

How frequently will your agency transfer these records to the National Archives? **Unknown**
One-time transfer

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

3

Design Plans: CAD versions (Closed)

Disposition Authority Number **DAA-0573-2013-0001-0003**

Full set of all "as built" and design plans, schematics and renderings, documenting the final design and construction of the USIP headquarters.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Records are exclusively electronic (Computer Aided Design).**

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**

Disposition Instruction

Cutoff Instruction **Cutoff at the completion of all construction-related activities.**

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

Additional Information

First year of records accumulation **2007**

End year of records accumulation 2011
What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2011
How frequently will your agency transfer these records to the National Archives? Unknown
One-time transfer.

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Architectural and Design Plans: Working and Reference Versions

Disposition Authority Number DAA-0573-2013-0001-0004

Plans used for USIP business needs (by building managers, security, etc.), including system designs (elevators, security systems, alarm systems, etc.), produced as needed. Includes various copies of, and duplications of, all drawings, plans, schematics, systems, test reports, etc., as well as architectural models and drawings of temporary structures or buildings not critical to the agency mission.

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? No

Disposition Instruction

Cutoff Instruction Cutoff when no longer needed for Agency business or otherwise superseded.

Retention Period Destroy immediately after cutoff

Additional Information

GAO Approval Not Required

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Design Competition and Implementation Records (Substantial Subject Files) (Closed)

Disposition Authority Number DAA-0573-2013-0001-0005

Collection of subject files related to the planning, negotiating, and all actions related to the design and construction of the headquarters building. Primarily the subject files of Charles "Chick" Nelson, Vice-President of USIP at the time, and later Vice-President for the headquarters project. Includes, but is not limited to: formal correspondence to and from Congress; formal correspondence to and from other agencies; formal memorandum; agreement files; authorization records; formal building and project management committee records; formal approvals;

land transfer documentation; and reference material and press materials (such as newspaper articles) related to the project. NOTE: Due to the submission and approval of NA-13171-Notifications for Previously Scheduled Permanent Records as of 12/4/2015 electronic is the recordkeeping copy for these records.

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? No

Disposition Instruction

Cutoff Instruction Cutoff at the completion of all construction-related activities.

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

Additional Information

First year of records accumulation 1995

End year of records accumulation 2011

What will be the date span of the initial transfer of records to the National Archives? From 1995 To 2011

How frequently will your agency transfer these records to the National Archives? Unknown
One-time transfer.

6

Design Competition and Implementation Records (Non-Substantial Subject Files) (Closed)

Disposition Authority Number DAA-0573-2013-0001-0006

Collection of subject files that relate to the facilitation and management of the project, but have no long-term value. Includes limited amount of unsolicited bid and vendor material, and other items not otherwise covered by the GRS or this schedule.

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?	No
Disposition Instruction	
Cutoff Instruction	Cutoff at the completion of all construction-related activities.
Retention Period	Destroy 3 year(s) after cutoff, or when no longer needed for agency busines, whichever is later.
Additional Information	
GAO Approval	Not Required

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
04/01/2014	Certify	Ellen Ensel	Knowledge Manager	United States Institute of Peace - United States Institute of Peace
12/22/2014	Submit for Concurrency	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
01/13/2015	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/14/2015	Submit for Concurrency	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
01/15/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/15/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/16/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist