

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2 MAJOR SUBDIVISION

National Archives and Records Service

3 MINOR SUBDIVISION

Office of Federal Records Centers

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald L. Heise

5. TEL EXT

724-1698

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JOB NO

**NC1 64 77 12**

DATE RECEIVED

**09 MAY 1977**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-19-77  
Date

*James E. O'Neil*  
Acting Archivist of the United States

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 6 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 <b>5/10/77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carmelita S. Ryan</i>	E. TITLE Acting Director, Records Disposition Div.
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><b>GENERAL RECORDS SCHEDULE 22</b> <b><u>Design and Construction Records</u></b> <i>Drawings</i></p> <p>General Records Schedules are authorized under 41 CFR 101-11.404, General retention and disposal schedules, as follows:</p> <p>§ 101-11.404-1 Authority.</p> <p>(a) The Administrator of General Services will establish standards for the selective retention of records of continuing value (44 U.S.C. 2905).</p> <p>(c) The Administrator of General Services may promulgate schedules authorizing the disposal, after the lapse of specified periods of time, of records of a specified form or character common to several or all agencies if such records will not, at the end of the periods specified, have sufficient administrative, legal, research, or other value, to warrant their further preservation by the U.S. Government (44 U.S.C. 3303a).</p> <p>The attached schedule proposes disposition standards for a General Records Schedule covering design and construction and related records.</p>		<b>15 items</b>

## GENERAL RECORDS SCHEDULE 22

### Design and Construction Records <sup>DRAWINGS</sup>

This schedule provides guidelines for the disposition of design and construction drawings and related records that have been created or received by agencies of the Federal government in connection with their official activities. Drawings refer to those graphic and engineering records that depict conceptual as well as precise measured information essential for the planning and construction of static structures such as buildings, bridges, canals, and other public works projects, as well as miscellaneous engineering projects such as machinery, weapons, and equipment. Related records include indexes and finding aids, specifications, and three-dimensional models.

Most design and construction records lose their usefulness to the agency after specific periods of time. Generally speaking, drawings pertaining to the design process lose their usefulness after the final construction plans are accepted; these records should be considered inactive after the completion of the construction project. Precise measured drawings which are used during the construction process have a continuing value during the life of the structure, especially for repair and maintenance projects. The original construction drawings as well as repair and alteration drawings (or microform copies) should be considered active while the structure is still used, maintained or owned by the Federal government.

After the design and construction files are no longer useful to the agency, certain records have continuing historical value, particularly for the architectural historian, historic preservationist, and social historian. Since it is impossible to retain a complete set of drawings for each construction project sponsored by the Federal government, it is necessary to make a selection of records for permanent preservation. This selection must take into consideration not only the types of records but also the nature of the individual construction projects. The general intent of any selection should be based on documenting the official activities of the individual agencies as well as recording the structures and projects that are architecturally, historically, and technologically significant. Criteria for the selection of the significant records are contained in the notes following the schedule. The selection of individual buildings or projects should be made by agency personnel with appropriate historical training, subject to the approval of NARS. However, any records created prior to January 1, 1921, must be offered to NARS before applying the disposition instructions in this schedule.

This schedule relates primarily to records on the design and construction of buildings. However, the principles established here can also be applied to other static structures and miscellaneous engineering projects. ~~Those~~ records which pertain to the design process generally consist of:

*Set off as separate*  
Preliminary Drawings. Drawings and sketches that are conceptual in nature. These drawings, which are usually freehand studies that show the basic design of the structure, include the arrangement of rooms, general appearance of elevations and floor plans as well as other details under consideration.

Presentation Drawings. Pictorial and unmeasured drawings prepared by the architect to present his ideas. They include color renderings or perspective views of the outside elevations, as well as general *floor plans*.

Models. Three dimensional, reduced-scale models which are prepared for illustrative or presentation purposes.

The records which pertain to the construction process usually consist of:

Intermediate and Prefinal Drawings. Intermediate stages of drawings which are created and reviewed in preparation of the final working drawings.

Final Working Drawings. Architectural and engineering drawings which consists of the master tracings and acceptable reproducibles. These drawings provide information about various aspects of the construction of the building including architectural (floor plans, interior and exterior elevations, and sections), ornamental, structural, mechanical, electrical, and air-conditioning details, as well as site and landscaping plans. This is probably the most important class of records since they provide not only detailed instructions for the erection of the building, but also present a comprehensive and detailed picture of its design.

"As Built" Drawings. Annotated copies of final working drawings or additional drawings which reflect changes in the initial construction from the original design.

Shop Drawings. Detailed drawings prepared by construction contractors or subcontractors of particular parts of the building which they are to supply or by manufacturers of products to be assembled in their shops. These drawings which include plans for architectural embellishments and interior design such as tile and marble work, special cabinet work, elevators, or heating systems, not only provide instructions for assembling the products on the job site, but may also be necessary for future repair and preservation projects.

Repair and Alteration Drawings. Original drawings which depict repairs and alterations to the building as it was originally constructed.

Contract Drawings. Copies of the original working drawings on which contract negotiations are based.

Standard Drawings. Final drawings for standard details and other documents created in their preparation.

Project Specifications. Guides for individual construction projects which outline material requirements and explain the materials and manufactured items depicted on related drawings.

Space Assignment Plans. Drawings which depict outline floor plans used for space assignments.

ITEM  
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1. Federal Structures Design Files.

Preliminary and presentation drawings and models of Federal structures and engineering projects.

- a. Files selected for architectural, historical, and technological significance (see notes at end of schedule for selection criteria).

(1) Drawings.

Permanent. Offer to NARS within 5 years after completion of project.

(2) Models.

Submit SF 115, Request for Records Disposition Authority.

- b. Files not included under Item 1a of this schedule.

Dispose of when no longer needed for administrative purposes.

2. Federal Structures Construction Files.

Intermediate and prefinal, final working, "as built", shop, repair and alteration, contract, and standard drawings; project specifications, with documents relating to their preparation; and space assignment plans of Federal structures and engineering projects.

- a. Files selected for architectural, historical, and technological significance (see notes at end of schedule for selection criteria).

Permanent. Offer to NARS when file is inactive (see introduction to this schedule).

(1) Final Working Drawings.

(2) "As Built" Drawings.

(3) Shop Drawings.

(4) Repair and Alteration Drawings.

(5) Standard Drawings.

(6) Specifications and related records.

- b. Files not included under Item 2a of this schedule.

Dispose of when no longer needed for administrative purposes.

3. Other Architectural and Engineering Drawings.

Original manuscript and duplicate drawings submitted to Federal agencies by private firms or other Federal agencies to meet Federal minimum standards.

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|---|---|
| a. Drawings interfiled with related case files.       | Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part. |
| b. Drawings filed separately from related case files. | Submit SF 115, Request for Records Disposition Authority.   |

4. Measured Drawings.

Drawings produced by such agencies as the Historic American Buildings Survey and Historic American Engineering Record.	Permanent. Offer to NARS when administrative use ceases unless another depository is specified by law.
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5. Finding Aids.

Indexes and other finding aids to design and construction files.	Dispose of in accordance with instructions covering the related design and construction records.
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6. Microform Files.

Microform copies of design and construction files.	Submit SF 115, Request for Records Disposition Authority.
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EXPLANATORY NOTES

Items 1a and 2a.

Criteria for the selection of architecturally, historically, and technologically significant files:

Architectural Significance

Original Design. Primary consideration should be given to those buildings which are essentially original in design. Although it may incorporate standard features, an originally designed building is one that was designed to meet specific needs or functions, and the basic design is not repeated in another building.

Standard or Repetitive Design. In cases where buildings use a standard or repetitive design, it is not necessary to retain permanently a file for each building. A file should be retained for each variant of standard designs and for repetitive but slightly different designs, and a file should be retained for one building which best represents the basic design.

Architectural Style. Buildings which embody the distinguishing characteristics of either a period or a regional architectural style.

Innovations. Buildings which include architectural or engineering innovations.

### Historical Significance

Administrative Functions and Activities. Buildings which are associated with the major functions of the Federal government (executive departments, agencies, and bureaus) and the major activities of the various Federal agencies (post offices, customs houses, court houses, forts, hospitals).

National Events or Personalities. Buildings which are associated with events or persons who represent the broad history of the country.

Noted Architect. Drawings by noted architects or engineers of both proposed and constructed buildings.

Controversial. Buildings which were involved in controversy in regards to their design, construction, or utilization.

### Technological Significance

This category includes such objects as ships, airplanes, spacecraft, weapons, machinery, equipment, and furniture. Since these are broad categories and cover many different types of technical structures, specific details have not been attempted. However, those records which are designated for permanent retention can be more selective than for buildings. In general, a file which shows how the project was designed, constructed, and altered, should be retained for a selection of the most unique structures and a representative sample of repetitive and similar structures.

A selection which is based on engineering and historical significance should consider projects which include engineering innovations or prototypes, projects which have achieved national acclaim or controversy, or projects which represent the major product of an agency (such as NASA's spacecraft or TVA's hydroelectric projects). Representative samples should be based on the type of structure or project, cost, and regional variations. Structures and criteria used by the Historic American Engineering Record and similar comprehensive lists can serve as a guideline and minimum standard.

It should be noted that comprehensive plans for some of these projects such as river and harbor improvements; landscape plans or plans of systems related to a complex of buildings such as a military or educational institution; or master plans for urban or regional parks are closely related to maps. These comprehensive plans can be evaluated in terms of cartographic records (see General Records Schedule 17), while individual structures within the system can be evaluated on the basis of this schedule.

#### Item 2a(3)

"As Built" drawings that are the same as or very similar to the final working drawings should not be retained permanently and are included for disposal under Item 2b.

#### Item 6

The National Archives and Records Service, generally, does not recognize the adequacy of microfilm as a substitute for design and construction drawings unless film, processing, and storage meet the standards as prescribed in FPMR 101-11.5, and unless the microimage meets certain minimum standards developed by NARS for legibility and mathematical accuracy. Only under these conditions and with the approval of NARS may original drawings or specifications be disposed of. However, microfilm should not be substituted for colored renderings or drawings, or for final working drawings of buildings with major historical or architectural significance, such as those listed (or potentially listed) by the National Register of Historic Places or similar organizations. In this case microfilm should be used for reference purposes, but it should not be substituted as the permanent record copy. Microfilm is advised for those files which are extensive and repetitive, and for those buildings of lesser importance, particularly those with similar or repetitive designs or those which are not likely to be renowned historically or architecturally.